



Purpose Statement:

The job of Infant/Toddler Educator is done for the purpose/s of providing quality, comprehensive center based development services infants/toddlers and their families; and encouraging parental involvement in educational planning, goal setting and center activities.

This job reports to Manager, EHS

Essential Functions:

Administers individual child development screenings, assessments and ongoing evaluations for the purpose of identifying needs, assessing student development and/or developing individual learning plans.

Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Provides care to infants/toddlers (e.g. diapering, toilet training, supervision, etc.) for the purpose of ensuring a safe and healthy environment for children.

Responds to inquires from a variety of sources for the purpose of resolving issues, providing information and/or referrals.

Participates in a variety of program activities (e.g. goal setting, staff training, planning, communication and evaluation activities, etc.) for the purpose of conveying and/or receiving information related to program plan.

Prepares teaching materials and related reports (e.g. classroom activities, individual child observations, program records, etc.) for the purpose of documenting family and child activities as described in the work plan.

Implements Individualized Family Service Plans for the purpose of ensuring compliance with established regulations and/or performance standards and encouraging parent involvement.

Develops Individualized Family Service Plan for children who qualify for special education services for the purpose of providing classroom activities and routines that support individual/group needs and/or delivering services in compliance with established guidelines.

Conducts home visits for the purpose of providing information and resources to families on a schedule in compliance with program requirements.

Assists in training paraeducators (e.g. interactions with children, personnel functions, etc.) for the purpose of providing supervision, training and/or encouraging their participation in planning, curriculum development and classroom activities.

Monitors students in a variety of educational settings (e.g. classroom, playground, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.

Models conversation, manners, clean up activities, listening, etc. for the purpose of demonstrating appropriate social behavior.

Acts as a support and resource person for families for the purpose of helping to case manage specific needs with families, advocating for parents and encouraging parent involvement in the program.

Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Attends a variety of educational workshops, seminars, in-services training's, etc. for the purpose of maintaining professional knowledge.

Conforms to the PSESD's Principles That Guide Our Culture for the purpose of 1) building trust, collaboration, and strong teams within the program and the Agency and 2) providing exemplary service to external clients.

Orders educational materials and supplies for the purpose of ensuring availability of materials/supplies as needed.

Job Requirements: Minimum Qualifications:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; planning and managing activities; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; community resources; and stages of child development.

Ability is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific

abilities required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions.. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Community College and/or Vocational School degree with study in job related area.

Required Testing

None Specified

Continuing Education / Training

Hepatitis B immunization within 120 days of employment

Obtain Food Handler's Permit within 30 days of employment

Obtain Infant/Toddler CPR/First Aid Certification within 60 days of employment