

Buckner Children and Family Services, Inc.
INTERNAL POSITION POSTING

Opening Date: July 6, 2010

Closing Date: Until Filled

Position Title: Infant/Toddler Teacher

Position Status: Full-Time, Non-Exempt

Department/Division: Mary Jo Gorden Child Development Center

Location: Lufkin, Texas

BASIC FUNCTION: Create and manage an attractive, warm and challenging learning environment for infants and toddlers, incorporating appropriate early intervention, learning and care activities which meet the needs of the group as well as those of individual children and families

Position description/objective:

- * 1. Prepare daily lesson plans in advance that include both indoor and outdoor activities, are individualized and based on the infants/toddlers own needs, interests and schedules, and, include multicultural educational materials and activities, family style meals and other elements as appropriate.
- * 2. Organize classroom according to developmental levels and individual needs of the infant or toddler ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy and self expression; and opportunities for gross and fine motor development. Ensure infants and toddler classroom is home-like, safe, sanitary and free or clutter and odor. Provide for diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner.
- * 3. Ensure assigned classroom is in continual compliance with all minimum standards and Head Start Performance Standards.
- * 4. Stay actively involved and engaged with children at all times during the day. Promote the development of secure relationships with infant/toddlers by assuring quality and continuity of care. Relate to infants and toddlers in a calm, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times.
- * 5. Observe children and record observations in anecdotal records. Conduct or assist with developmental screenings as assigned. Maintain updated checklists according to program policies and procedures.
- * 6. Involve parents in all aspects of the classroom. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the classroom and a positive home-center connection and family-center partnership. Maintain ongoing professional, positive and appropriate communication with parents through a variety of methods. Encourage parents to become involved in the center's activities.
- * 7. Provide meals and snacks to children according to their age, development and needs. Feed infants according to their home schedule, hold them every time they are fed, and share information about their eating with their parents daily.

- * 8. Participate in at least 2 home visits and one parent conference with each child's family per year.
- * 9. Report promptly to Supervisor any accidents, signs of illness, special needs or problems of individual children.
- * 10. Maintain assigned classrooms in a clean and orderly manner. Report needed repairs to immediate supervisor. Ensure children are protected from unsafe objects and areas while in care.
- * 11. Maintain awareness of the needs of children with an openness and flexibility for creative program changes when necessary. Implement program changes as directed.
- * 12. Report immediately any suspected child abuse/neglect to the Supervisor.
- * 13. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with positive attitude and behavior in all program activities.
- * 14. Continue with professional development by participating in required training, staff meetings and supervisory conferences. Participate in in-service training, including CPR and First Aid training.
- * 15. Comply with all Buckner and regulatory policies, procedures and requirements.
- * 16. Obtain a clean tuberculin test or chest X-ray.
- * 17. Perform other assignments and duties as requested

Numbers #1-17 are considered Primary Duties for this job. * Indicates an essential function of the job.

Required skills and experience:

1. Requires understanding and ability to use simple arithmetic and grammar with accuracy. Equivalent to knowledge normally acquired through four years of high school. Ability to understand and carry out detailed oral and written instructions. (High school diploma or G.E.D. required.) Prefer CDA, certificate or Associate Degree in Early Child Development.
2. Ability to use up to 100 pounds of force occasionally, and/or up to 20 pound of force frequently, and/or up to 10 pounds of force continuously to move objects and/or people.
3. Work deals mostly with people, objects, and equipment in a general setting. Depth perception and field of vision are important.
4. Position requires bending, stooping, twisting, turning, reaching, lifting (up to 50 lbs.), carrying, pulling, pushing, climbing and kneeling. Walks and stands approximately 50-75% of shift.
5. Ability to recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; and ability to differentiate tones and volumes in conversations.
6. Ability to perform duties with moderate supervision. Supervisor is usually available. Most tasks are governed by standard practices; however, some are not. Innovative thinking is required.
7. Ability to motivate people.
8. Ability to handle multiple tasks; energetic; good organizational skills.
9. Ability to communicate effectively both orally and in writing.
10. Requires proficient ability to speak, read and write English.
11. Requires ability to maintain confidentiality.

12. Ability to handle and/or successfully interact with a variety of adults and children with a range of personalities and problems; maintain confidentiality.
13. Personality attuned to the requirements of meeting needs of children and ability to establish and maintain effective working relationships with other employees and the public.
14. Willingness to take CPR and first aid.
15. Commitment to Christian principles and teachings both professionally and personally.
16. Sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.

**Contact: Human Resources
 3402 Daniel McCall, Suite 21
 Lufkin, Texas 75904**

**Phone: 936-637-3300
Email: resume@buckner.org**

Buckner is an Equal Opportunity Employer.