



## **JOB DESCRIPTION**

Job Title: **Infant Toddler Teacher**  
Category: Non-Exempt  
Program: Urban Strategies Early Head Start Houston  
Work Schedule: Five days per week, 40 hours per week; 12 months per year.  
Reports to: Center Manager, Early Head Start Houston

### **Organization Overview**

Urban Strategies tools, connects, and resources grassroots organizations to serve children and families in need. Our highly qualified team has a passionate commitment to bring about real change within our country's most vulnerable communities. Our desire is to see individuals, families, and communities realize their fullest potential by achieving these goals:

- Keeping children safe and secure
- Building nurturing and stable families
- Improving school readiness
- Fostering effective parenting
- Developing social and emotional competence
- Advancing research-based practices

By reaching these goals, Urban Strategies is meeting our mission to develop healthy families, children, create strong families, build engaged communities, and make a difference in vulnerable communities.

### **POSITION OVERVIEW**

Teachers promote and advance the social, emotional, physical, linguistic, and cognitive development and learning of infants and toddlers. Teachers are expected to provide a successful, safe, and supervised educational setting in the classroom and outdoor play areas; develop individual goals for children, provide on-going assessment on progress and facilitate transition into Head Start or other pre-school settings. Teachers encourage parent engagement in the development and growth of their child. In all work with children, teachers must meet Federal Head Start Performance Standards and Texas Early Learning Guidelines. In addition, teachers are expected to complete a professional development plan that may include university credentials.

### **ESSENTIAL FUNCTIONS**

- Be knowledgeable with and adhere to the Head Start Program Performance Standards, State of Texas licensing requirements, and Urban Strategies policies and procedures.
- Maintain an open, friendly, professional relationship with all staff and families, to include respect for culture, diversity, and ethnicity.
- Ensure the safety of all children and volunteers by complying with written safety standards.
- Monitor and ensure the confidentiality of children's records.
- Assure an integrated approach to child development that includes all EHS services (health, nutrition, mental health, disabilities)

## **POSITION SPECIFIC DUTIES AND RESPONSIBILITIES:**

### **Healthy and safe indoor and outdoor environment for children**

- Detect and report signs of illness, discomfort, and unusual behavior of children to Family/Health Advocate and Center Manager.
- Follow organizational process for complying with mandated reporting of suspected child abuse/neglect.
- Responsible for keeping classrooms, storage areas, and office space neat and clutter free.
- Responsible for following all health, safety, and sanitation policies and procedures established by the program.
- Report any safety hazards observed indoors and outdoors.
- Responsible always for the direct supervision and safety of all children.
- Create a pleasant, inviting atmosphere in which each child's ethnic, cultural, and language background is accepted, respected, and supported.
- Use conscious discipline guidance techniques as defined in the Discipline Policy and Procedures.
- Responsible for setting up, documenting, and serving children daily meals and snacks appropriate to their age level.
- Responsible for maintaining an inventory of all classroom furniture, materials, and supplies.

### **Curriculum/Assessment/Teaching and Learning Environment**

- Develop lesson plans and utilize approved curriculum, which reflect mandated elements and components, parental and cultural influences, and promote the social, emotional, physical, cognitive, and linguistic development of all infants and toddlers inclusive of dual language learners, homeless children, children in foster care, and children with disabilities.
- Become proficient in the use of the Head Start Early Learning Outcomes Framework and its alignment to the curriculum.
- Follow a schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities while maintaining flexibility to meet children's needs and strengths.
- Always assure a nurturing and language rich interaction and environment that facilitates maximum social and emotional development.
- Establish weekly goals that promote individual and group educational plans and that meet the health, mental health, and nutrition needs of all children.
- Assess each child's growth and development utilizing educational assessments and reviewing medical records, parent input, IEP, IFSP, developmental and health screenings, and observations.
- Develop child and adult directed educational activities based on strengths, interest and needs of children in the classroom.
- Document baselines, ongoing assessments, and observations in accordance to the school readiness goals/outcomes established by the program.
- Become proficient in the collection, recording, analysis, and use of educational child data.
- Attend meetings, trainings, and appropriate professional development activities to advance proficiency in child development and learning.

### **Parent, Family & Community Engagement:**

- Provide an atmosphere that promotes and reinforces parental engagement in child development and growth.
- Model appropriate behavior and positive guidance techniques.

- Communicate regularly with parents, regarding each child's progress in all areas: growth, development, learning, health, mental health, and nutrition.
- Conduct the required parent/teacher conferences and home visits and share information on classroom progress and educational strategies at school and home.
- Plan and carry out home education activities in compliance with all program standards.
- Work with appropriate agencies in developing specialized services for children and families as needed inclusive of dual language learners, homeless children, children in foster care, and children with disabilities.

**PHYSICAL RESPONSIBILITIES:**

Ability to see at normal distance, hear normal conversations and sounds and use hands and fingers to fill out required forms. Ability to lift infants and toddlers weighing up to forty (40) pounds, twenty (20) pounds overhead and forty (40) pounds from waist to shoulder; occasional lifting of fifty (50) pounds is required and must be able to push/pull up to fifty pounds horizontally. Ability to sit on the floor, bend at the waist, kneel and/or stoop 75% of the time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children in the classroom.

**MINIMUM QUALIFICATIONS:**

- AA Degree or CDA in early childhood education with infant and toddler specialization or with training in infant and toddler development.
- Minimum two (2) years successful experience as an infant/toddler teacher or caregiver.
- Bilingual (English/Spanish)
- Basic computer skills
- Must have a Valid Driver's License, Personal Vehicle and Liability Insurance required.

**PREFERRED QUALIFICATIONS:**

- BA/BS Degree in Child Development with Infant and Toddler Development
- Knowledge of Head Start Performance Standards.

**SPECIAL CONSIDERATIONS:**

Other employment requirements include the following:

1. All EHS employees must pass a mandatory criminal background check prior to hiring and every five years thereafter.
2. Initial health exam and state required communicable disease screening and testing.
3. Food Handlers Certification Card.

***Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.***

**To Apply:** Please send your resume to [HR@urbanstrategies.us](mailto:HR@urbanstrategies.us)