

Joliet Township High School – District 204

Position Title: **Child Care Instructor – District Infant Child Care Center**

Minimum Qualifications: B.A. in Early Childhood Education or related field with 18 semester hours in Early Childhood Education.

Performance Responsibilities:

1. Be prompt and have good attendance, call director if late or absent.
2. Dress appropriately, neat, clean, no vulgarities.
3. Be flexible in work assignments; take initiative, be self directed in identification and completion of tasks.
4. Discover, establish and plan for realistic and appropriate individual parent/infant/toddler developmental goals and interests through on-going observation and conversation and allow these to drive creation of daily activities and classroom schedule that stimulates and encourages development in all domains.
5. Instruct teen parents with basic childcare/guidance skills.
6. Lift up to 50 pounds; dance, jump, sing, skip, crawl, spend time outdoors and sit on floors.
7. Follow and implement approved curriculum with infants/toddlers in care adjusting for individual learning styles/development of infants/toddlers.
8. Plan, implement and encourage parents in parent/child activities for weekly groups.
9. Role model for and build professional relationships with teen parents and co-workers.
10. Positively, professionally develop a rapport, interact and work cooperatively with all who enter the center; i.e. co-workers, parents, children, visitors, consultants, administrators, etc.
11. Follow all DCFS licensing regulations, ITERS standards and all Will County Health Department rules for sanitation and instruct others in center to do as well
12. Follow all District 204 rules for employees, childcare center policies, and encourage teen parents to follow student rules.
13. Supervise and guide behavior of all infants/toddlers, assistants/aides, parents and visitors in the center.
14. Document on approved forms, submit to director at required times, and file all necessary information, i.e. daily sheets, incident reports, daily health checks, observations, supply lists, screenings, parent conference information, intentional learning activity plans, work orders, physical exams, self evaluations, attendance forms, newsletter paragraphs, etc in appropriate, directed place making sure director is aware of all information.
15. Keep children's files organized in classroom, i.e. physicals, shot records, applications, family histories, parent's school schedule, consent forms, screenings, etc.
16. Keep all information about children and families confidential, except for the mandatory reporting to DCFS abuse and neglect and making sure director is aware of all information.
17. Supervise and guide behavior of all infants/toddlers, assistants/aides, parents and visitors in the center.
18. Maintain professional, positive, nonjudgmental communication, nonverbal, verbal and written, with teen parents, co-workers and children.
19. Perform daily activities, including, but not limited to; setting up the classroom, conducting activities and cleaning and sanitizing toys and equipment in classroom and throughout center and outdoor play, environment, and laundry.
20. Perform diaper changing, feeding and other necessary personal hygiene routines.
21. Participate in on-going training current and consistent with best practices in the early childhood field.
22. Participate in and attend all public relations events, i.e. open houses, family dinners, picnics, fundraisers, staff meetings, etc.
23. Create appropriate, safe and healthy learning environment for infants/toddlers/parents including monthly classroom and bulletin board theme changes and approved monthly developmental informational handouts.
24. Inventory, evaluate, organize and put away and/or take out all supplies and equipment at the beginning and end of the school year, before and after spring and winter breaks.
25. Handle, document and make assistant director/director aware verbally and in writing, all crisis situations adhering to District 204, DCFS, Will County Health Department and Center policies.
26. Speak and behave positively about the field of early childhood and the workplace in public.
27. Assume responsibilities of assistant director/director in times of assistant director and/or director absences.
28. Follow additional requirements in the orientation booklet.
29. All other duties as assigned by director/assistant director.

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Revised: 4/23/10