



JOB DESCRIPTION

Job Title: **Infant Nursery Supervisor**
 Department: **Community Schools**
 FLSA Status: **Non-exempt**
 Revised Date: **April 2026**

Salary Schedule: **Classified**
 Pay Range: **7**
 Work Calendar: **210 days**
 Hours Per Day: **8**

SUMMARY:

Assists Program Site Manager and/or Program Director in the operation of the Infant (ages 6 weeks-18 months) Child Care program. Duties include monitoring student attendance, safety, and ensuring a safe, fun, enriching and developmentally appropriate environment for children. Is responsible for planning and implementing an infant program based on current developmentally appropriate practices, and to be a resource to teachers and parents regarding infant care. NS follow State Licensing Rules and Regulations, County Health Department mandates and all other regulations pertaining to the health and safety of staff and children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required and is not an exhaustive list of all duties required to carry out position responsibilities. Specific duties may vary depending upon location, or additional duties maybe assigned by the location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annually	% of Time
1. Provide a warm, welcoming, nurturing and responsive environment for infants.	Daily	50%
2. Collaborate with the infant/toddler classroom staff in planning, curriculum development and implementation of school pedagogy.	Weekly	5%
3. Supervise and support a team of infant caregivers, providing guidance, mentorship and training as needed..	Daily	15%
4. Collaborate with families to ensure open communication and involvement in their child's development and care, including but not limited to feeding and naptime schedules.	Daily	5%
5. Document children's learning and make it visible in the classroom.	Daily	2%
6. Keep appropriate records related to children.	Daily	2%
7. Plan and implement age-appropriate curriculum including activities for social development.	Weekly	5%
8. Assist with the monitoring/tracking of children and monitor the security of the building and playground at all times to ensure children's health and safety. Provide general 1st Aid/CPR when needed. Administer medications under the license of the Community Schools Health Consultant after receiving training.	Daily	10%
9. Comply with the Colorado Department of Early Childhood, the County Health Department; and the school district's policies, rules and regulations. Annual continuing education of at least 15 hours provided by CDEC and Community Schools.	Daily	4%
10. Perform other duties as assigned.	ongoing	2%
	Total =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- The Infant Program Supervisor must be at least nineteen (19) years of age and meet at least one (1) of the following qualifications:
 - 1) A registered Nurse, with an active license from the Colorado State Board of Nursing, with a minimum of three (3) months (455) of verifiable experience in the care and supervision of infants who are not related to the individual.
 - 2) A licensed Practical Nurse, with an active license from the Colorado State Board of Nursing, a minimum of nine (9) months (1,365 hours) of verifiable experience in the care and supervision of infants who are not related to the individual.
 - 3) An adult who holds a certificate in infant and toddler care from an accredited college or university with completion of a minimum of thirty (30) semester credit hours in the development and care of infants and toddlers in a group setting.

- 4) An adult who is currently certified as a child development associate (CDA) in: center-based preschool, center-based infant-toddler or family childcare; and has completed the infant/toddler theory and practice or has been issued the expanding quality in infant and toddler care training certificate of completion.
- 5) An adult who holds a current early childhood professional credential level II or higher in version 3.0, as determined by the Department, has a minimum of nine (9) months (1,365 hours) of verifiable experience in the care and supervision of infants and/or toddlers, and:
 - (a) Has completed one (1) three (3) semester credit hour course in infant/toddler development; or
 - (b) Has completed the Department-approved expanding quality in infant and toddler care training course.

LICENSES / CERTIFICATIONS / REGISTRATIONS / DOCUMENTATION:

- PDIS Early Childhood Professional Credential Level II or higher.
- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:

- Oral and written communication skills.
- English language skills.
- Bilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, etc.

REPORTING AND SUPERVISORY RELATIONSHIPS:

	Position Title	
Reports to:	• Program Site Manager, Community Schools Coordinator	
	Position Title	
Direct Reports:	• This position has no direct supervisory responsibilities.	# of employees

PHYSICAL REQUIREMENT AND WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to fingers, handle or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch or crawl				X

Talk				X
Hear				X
Taste		X		
Smell		X		

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate				X

Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No special vision requirement	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

Noise Level Exposure	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	X
Very loud	