



## Tiny Town Infant Teacher Job description

Reports to: Tiny Town Director  
Hours: 40/week  
Start date: January 2018

### Position summary:

A Tiny Town Infant Teacher is responsible for the academic, social-emotional growth and development of all children in their care, which may include children ages 6 weeks to 24 months old; develops partnerships with parents/guardians to engage and encourage participation in the program. An Infant Teacher is also responsible for following the state unlicensed registered ministry guidelines at all times.

### Responsibilities & Duties

- Maintains diaper chart records and feeding schedules.
- Implements wake time activities into the daily routine.
- Provides and continuously evaluates a developmentally appropriate classroom environment with the director's input, that reflects the children's learning and growth.
- Maintains a healthy, safe and clean environment for children.
- Performs ongoing developmental evaluations of children and generates a report at least once a year for each child to show progress and continued areas of needed support.
- Plans parent/guardian conferences as needed to discuss the ongoing developmental evaluations.
- Maintains ongoing, open communication with parents/guardians to ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.
- Maintains up to date emergency forms, individual child development profile and other records as needed.
- Plans a minimum of two crafts per month.
- Reports any staffing/classroom concerns to Tiny Town Director in a timely manner.
- Completes and reports any symptoms of child abuse to Tiny Town Director and/or Child Protection Services.
- Completes incident reports as necessary and reports them immediately to Tiny Town Director.
- Participates in professional development annually. Options provided by Tiny Town or can be suggested by the Infant Teacher.
- Any employee of Tiny Town Childcare Ministry may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- Reads through and agrees to follow guidelines in the employee handbook.



## **Skills & Abilities**

- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude/disposition.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Ability to walk, squat/kneel, sit on floor, and interact with children to ensure children's health and safety.

## **Education**

- Early Child Development knowledge and experience strongly desired
- CDA credential or ability and desire to obtain within one year of hire date

If interested in this position please submit resume to Waypoint's Children's Director at [danielle@waypointcommunity.com](mailto:danielle@waypointcommunity.com).