

# Infant Teacher

Acts of Love Early Childhood Education Center is proud to offer affordable, high quality childcare to teen parent families. The quality of the center staff will determine the quality of the program as a whole. It is vital that all staff work together to best serve our children and their families. Teachers should model the Christian faith, promote professionalism, and act with compassion in all aspects of their job, in their own personal life, and in relationships with other staff, students, and families.

The Infant Teacher is responsible for managing and maintaining the safety and well-being of the infant classroom and the children enrolled in the infant class. She will report to the Early Childhood Director.

## **Responsibilities:**

- Classroom Management:
  - Ensure the safety and wellbeing of the children in your care and making sure the classroom and play space is free of hazards, meets all licensing requirements, and provides adequate opportunities for all children to explore and learn.
  - Create a positive and nurturing learning environment
  - Keep excellent communication with parents and other staff member to make sure that child's needs are clearly communicated, the child's needs are met, and that the child receives the care he/she needs for optimal development
  - Keep written records of daily activities for each child
  - Communicate with the Director all concerns, needs, and ideas for development of the center in a timely manner
  - Use good judgment to handle crisis situations and uses supervision constructively.
  
- Provide Care and Instruction
  - Plan, implement, and evaluate age appropriate curriculum and activities
  - Develop weekly lesson plans that provide ample opportunities for each child to learn, explore, grow, and develop according to his/her individual needs.
  - Attempt to meet the need of each child
  - Communicate the child's progress with the parents in a positive manner.
  
- Work as part of the Acts of Love team
  - Have a positive and nurturing demeanor
  - Respond with compassion and sensitivity to children, families, and staff
  - Communicate clearly and effectively with a pleasant tone
  - Promote growth, development, love, and forgiveness
  - Attend staff meetings, trainings, and team building events
  - Model the Christian faith, promote professionalism, act with compassion in all aspects of the job, personal life, and relationships with staff, students, and families

## **Requirements**

- A high school diploma or GED
- A minimum of 2 years experience in early childhood education, preferably working with infants and toddlers
- Trained in CPR and First Aid
- CDA preferred
- Ability to pass a state background check
- Willingness to grow professionally
- Passionate about helping young families succeed
- Desire to work as part of a team