5/10/2021

**Infant Toddler Teacher, UAS 1046**
Anna Bing Arnold Children’s Center

**Salary Range**: $18.00 - $21.00/hourly

**Work Schedule**: This is a full-time position: Monday – Friday; hours to be determined; non-exempt position. This position is eligible for benefits. Employment is contingent upon the availability of funds.

**Position Overview**

Under the general supervision of the Director and Assistant Director and the Infant Toddler Master Teacher, the Infant Toddler Teacher of the Anna Bing Arnold Children’s Center is responsible for understanding and developing curriculum based on social-constructivist principles and providing support for classroom environments including the creation and maintenance of a pro-social and professional climate of collaboration. In addition, the Infant Toddler Teacher will help to develop and implement virtual and face-to-face learning for infant and toddler age children (up to 36 months of age).

The Infant Toddler Teacher must demonstrate the ability to extend the range of creative and expressive curriculum at the Center through modelling and hands-on support.

This individual must bring a spirit of collaboration, openness and flexibility to their role each day in order to support a dynamic, organic, and nurturing climate for all children and adults.

This position also is responsible for being a positive part of a teaching team, must be willing to carry out all responsibilities in accordance with the Center’s educational philosophy and mission, and must act in place of the

**Responsible to**: Children’s Center Director, Assistant Director, and Infant Toddler Master Teacher

**Essential Administrative Duties**

- Help to support the philosophy of the Anna Bing Arnold Children’s Center and all its policies, practices, and guidelines.
- Assist in re-evaluating existing classroom policies when asked by administration.
- Meet with the Infant Toddler Master Teacher on a regular basis to discuss the children, the classroom, and job performance; meet regularly with Director and/or Assistant Director as assigned.
- Help to serve as a role model and mentor for other Center teaching staff including practicum and intern students.
- Assist in the training and evaluation of student interns on an ongoing basis.
- Protect the confidentiality of all records and information concerning children, their families, and Center staff members.
- Help to maintain the Center in an inviting and orderly manner and inform the Infant Master Teacher regarding items that require attention.
- Help to assess programming and classroom routines in an ongoing way.
- Work with teaching team to order supplies through the Educational Specialist, keeping in mind age appropriateness of items being requested, cost restraints, and philosophy of Center.
- Help to maintain and update Needs and Services forms as needed and quarterly as required by the State of California.
- Review Needs and Services prior to the start of children in the program and when any additions or changes are made.
• Adhere to state and local mandated rules and regulations regarding working with infants including proper supervision of sleeping infants and labeling all food items and bottles for each child.
• Assist with the preparation and completion of the NAEYC classroom and individual child portfolios, ensuring that all necessary NAEYC accreditation documentation is both current and complete in a timely fashion.
• Assist with the preparation of Parent-Teacher Conference information to ensure that the information being presented to parents on each child's developmental assessment is well thought out and accurate; help to schedule additional meetings as needed.
• Assist in preparation of and participation in Classroom Parent Meetings such as Back-to-School Nights and Open-House Forums.
• Assist Infant Toddler Master Teacher and other staff in conflict resolution (between teacher and parent or between various staff members) by facilitating respectful communication and interactions.
• Share classroom conflicts with Infant Toddler Master Teacher, Director, and/or Assistant Director in a timely fashion.
• Work with the Infant Toddler Master Teacher in the supervision and evaluation of teaching assistants and help to familiarize them with classroom routines, Center-wide policies, and developmentally appropriate practices.
• Model appropriate curriculum development, implementation, and effective teacher-child interactions.
• Assist with assessing and documenting individual child and group growth and development.
• Actively participate in on-going teaching team meetings in order to evaluate classroom practices, policies and procedures.
• Assist in the training of student assistants to support their growth and development as teacher assistants.
• Administer and complete Desired Results Developmental Profiles (DRDPs) and Summary of Findings.
• Administer and complete the Infant Toddler Environmental Scale (ITERS) and Summary of Findings.

Essential Classroom Team Teaching Responsibilities

• Help to conduct in-school visits for each child in the classroom.
• Help to plan and implement an educational program, which meets the developmental needs of the whole child and takes into account the developmental level of each child within the group.
• Integrate the California Early Learning Foundations and Framework into classroom planning and curriculum on an ongoing basis.
• Ensure that an interesting and varied program of explorations using natural and found materials and a constructivist approach is made available to the children in the classroom.
• Help to create and use documentation to support children’s revisiting of explorations and recording learning experiences.
• Work with teaching team to develop curriculum that responds to both the children's individual and the group needs.
• Help to design a clean, well-organized, aesthetically pleasing classroom environment, which respects each child’s cultural and ethnic background and supports diversity in a non-biased manner.
• Help to maintain a safe and healthy classroom environment (for children, their families, and staff), and incorporate all known Covid-19 cleaning, disinfecting and sanitizing procedures into daily routines.
• Ensure that all children, their family members and Center staff are treated with dignity and respect.
• Understand and support a well-balanced nutritional program and follow all regulations set forth by state (CACFP) and local licensing regulations.
• Understand and implement proper feeding and sleeping requirements for infants and toddlers and maintain a child-led, individualized schedule as much as possible.
• Be aware of family history, dynamics and style of interaction in order to create a culturally competent classroom environment.
• Develop a comfortable, trusting relationship with each family.
• Promptly inform Infant Master Teacher of any parent questions/concerns and when asked, respond in person, by telephone, or email regarding such topics as classroom curriculum, appropriate child development practices, and behavior management strategies.
• Inform Director and/or Assistant Director immediately of any parent questions or concerns regarding their children, the classroom, and Center policies or practices.
• Participate in on-going staff development trainings which must include a minimum of two outside educational workshops per year; share learning with Center staff.
• Perform other related duties as assigned.

Required Qualifications

• Must have BA degree or higher in CHDV or Early Education or related field.
• Must have a VALID Child Development Master Teacher Permit from CCTC.
• Must have one or more years of experience working as a teacher in a licensed agency in an infant/toddler classroom.
• Must have 3 or more units in infant/toddler development, or a related field, and a valid State of California Master Teacher Permit.

Special Requirements: Must be able to pass a pre-employment T.B. test and physical examination and have appropriate immunization records including:

• MMR
• TDAP
• Influenza vaccine
• Covid-19

First Aid and CPR certification are preferred at the time of employment.

Experience:

• Minimum of one year’s experience working with a Reggio Emilia and Constructivist approach in a classroom setting.

Physical Requirements:

• Must be able to lift and carry a child who weighs up to 50 pounds.
• Must be able to hear a child calling for help.
• Must be able to see a child on the playground and in the classroom.

Knowledge/Abilities:

• Hands-on experience with the Reggio Emilia approach to education
• Hand-on experience with the RIE approach to infant care
• Ability to motivate others and inspire confidence and cooperation.
• Ability to easily establish rapport with and respect for children and their parents.
• Ability to create a feeling of confidence and self-esteem in children and their families.
• Ability to act quickly and appropriately in hazardous situations and to provide first aid in emergency situations.

This position is established on a 12-month basis with appropriate staff benefits.
The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on June 1, 2021, and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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