Career Development Center
New York Early Childhood Professional Development Institute

Infant Toddler Teacher - Study Plan

Cardinal Mccloskey Community Services

Bronx, NY

Teacher

Posted on May 11, 2020

Job Description

An imaginative person with the interest and ability to teach children six weeks to three years old. Knowledge of recent developments in the field of Early Childhood Education, particularly as it relates to the proper education of children of low income families.

Responsibilities

- Supervise the overall function of the classroom:
  - Implement intergraded quality service delivery in accordance with Head Start Performance Standards, DOH's Article 47 Guidelines and CMCS' policies and procedures.
  - Recognize the individual differences and needs of the children's' culture, language and special abilities.
  - Establishing daily routine and appropriate transitions. Establish and ensure nurturing and responsive practices, interactions and environments that foster trust and emotional security for children.
  - Implementing adopted curriculums to encourage active exploration, physical, cognitive and social/emotional development. Utilize developmentally appropriate strategies and individualization to ensure planning, classroom management and adult-child interactions support the growth of all children.
  - Enhance children's' understanding of themselves as individuals and in relation to others by planning with the assistant teacher, a flexible program which provides for individual, small group and large group activities.

- Meet program plans that support School Readiness and Family Engagement framework outcomes and provide quality, integrated service delivery to children and their families.
- Encourage children to solve problems, initiate activities, experiment, question and gain mastery through learning.
- Encourage children to organize their experience and understand concept in all curriculum areas according to the individual developmental levels of the children.
- Integrate the various educational aspects of other Head Start components into the daily program (health, services, nutrition).
- Use resources in the community to enhance the program.
- Direct a daily education program for the class, providing an atmosphere in which the children will develop a love for learning.
- Lead ongoing meetings with classroom staff to discuss collaborative plans and evaluate progress of children and program.
- Schedule and conduct home visits along with appropriate staff member.
- Work closely with the Family Assistant and Family Worker to provide support to the children and their families.

Coordinate the involvement of parents in all activities in the educational aspects of the program by:

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  - Encourage parent participation in the classroom.
  - Hold regular parent-teacher conferences.
  - Create home to school connections
  - Support children/families with transitions.
- Conduct monthly class committee meetings for the purpose of receiving parent input into the program activities, and to familiarize parents with the curriculum so they can carry out activities in their homes and reinforce the child's' learning.
- Maintain records of children, class committee, workshops and in-service training. Report pertinent information to team partner and program Directors.
- Keep a daily record of attendance and meal count; submit a monthly attendance report and meal count report to Center Director.
- Complete and utilize anecdotal notes as the basis for individualized planning.

- Requisition supplies and equipment needed for the classroom.
- Care for classroom equipment and supplies and help maintain sanitary and safe classroom conditions.

Qualifications

- Child Development Associate Credential with specific Infant/ Toddler
- Associates Degree in Early Childhood Education with 12 credits in infant/toddler development

Application Instructions

If interested, please send me an email at Alara@cmcs.org to inquire about the position. You will also need to send me the following documents:

1.) Copy of Teaching Certifications

2.) Screenshot of TEACH Account

3.) Screenshot of Unofficial Transcripts

4.) Resume

Any other questions or concerns, please call or text me at 914-539-2534

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