



INFANT AND TODDLER TEACHER ASSISTANT  
JOB DESCRIPTION

**Reports To:** Assistant Director (Allapattah location)

**FLSA Status:** Full-Time, Non-exempt

**Job Summary:** The Early Head Start (EHS) Infant and Toddler Teacher Assistant will provide responsive care, effective teaching and an organized learning environment that promotes the health development and children's skill growth aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, (HSELOF) including children with disabilities. The EHS Infant and Toddler Teacher Assistant will emphasize nurturing and responsive practices, interactions and environments that foster trust and emotional security, are communication and language rich, promote social, emotional, behavioral, and language development and support all children's engagement in learning experiences and activities.

**Essential Duties and Responsibilities:**

- Maintain EHS governing standards as outlined in the Head Start Program Performance Standards, but not limited to (HSPPS 1302.16, 1302.102, 1302.21, 1302.31, 1302.32, 1302.33, 1302.34, 1302.43, 1302.44, 1302.47, 1302.70, 1302.90)
- Possess an ability to work with children from birth to three years of age.
- Assist in instructing children in activities designed to promote social, physical and intellectual growth, to prepare children to learn when they leave the program.
- Assist with planning educational activities to develop the following skills: social emotional, hygiene/self-help, gross motor, fine motor, kinesthetic and language development.
- Conduct required screenings and assessments of children.
- Assist in managing activities and maintains classroom decorum.
- Assist in designing and developing educational materials and aids for individual, small and large group activities and special aids for children with special needs.
- Assist with planning, educational materials labeling and classroom arrangement into prescribed learning areas.
- Implement and follow the classroom housekeeping schedule such as deep cleaning on a weekly basis.
- Attends conferences, workshops, trainings, meetings, other educational institutions to enhance knowledge and skills.
- Conduct parent-teacher conferences at least twice a year.
- Monitor and supervise the arrival and pick-up of children, following the agency policy of a responsible person signing the child in and out.
- Performs other duties as assigned.



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### **Skills and Abilities:**

- Knowledge of early childhood principles, practices and priorities.
- Knowledge of basic classroom management.
- Ability to work independently and follow-through on assigned tasks.
- Ability to communicate clearly, concisely and persuasively both orally and in writing.
- Ability to maintain all confidentiality requirements and respect the privacy of others
- Knowledge of curriculum trends, techniques of planning, implementation and evaluation of developmental activities for young children.
- Knowledge of implementing a Developmentally Appropriate Curriculum.
- Ability to keep classroom arrangements and records organized.
- Ability to operate computer system(s) utilized within the EHS program and organization.
- Ability to be sensitive to the multi-cultural enrollment of children and show respect for the individual ethnic and cultural values of all children.

### **Minimum Qualifications:**

- 45 hours DCF training (Part I Courses, Part II Courses, Early Literacy Training). If not completed, must be enrolled and/or registered to complete training hours including the corresponding exams within 12 months of hire.
- Florida Child Care Professional Credential (FCCPC)
- Level 2 Background Screening

### **Preferred Qualifications:**

- High School Diploma and/or GED
- Acquire National Infant/Toddler Certificate within eighteen (18) months of hire.

### **Physical Demands:**

The physical demands described here 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. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable



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accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

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Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature