



## JOB DESCRIPTION

DESCRIPTOR	RESPONSE	DESCRIPTOR	RESPONSE
POSITION TITLE	Caregiver	POSITION CODE	68, 81, 89
CLASSIFICATION LEVEL		EEO – 6 CATEGORY	39-9011
PAY GRADE LEVEL	L 2, L 3, L 4	PROVISIONAL PERIOD	6-Months
FLSA STATUS	Exempt	ASSIGNMENT CATEGORY	Full-Time
DIVISION/DEPARTMENT	Child Development & Family Services	LOCATION	Polk and St. Lucie County

### **SUMMARY:**

Caregiver is the primary provider for small groups of infants and toddlers in an assigned classroom. This position plans and implements a developmentally appropriate program geared toward infants and toddlers as required by the Head Start Performance Standards. This position arranges and maintains learning centers and classroom in an attractive, safe and developmentally appropriate manner. Implements the daily curriculum to stimulate emotional, physical, social and intellectual development; provides varied opportunities for sensory-motor and creative development; provides ongoing opportunities for first hand experiences; and encourages children to observe, explore, discover and assist in gaining a sense of achievement and self-worth

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following:

- Provides supervision and a positive social and learning experience for infants and toddlers during family-style meal time.
- Organizes lesson plans and various developmentally appropriate activities for infants and toddlers in assigned groups according to the Head Start Program Performance Standards.
- Implements the program's curriculum focusing on the developmental needs of infants and toddlers
- Organizes classroom into learning centers and ensures work space meets mandated requirements in the Head Start Program Performance Standards.
- Plans and implements appropriate individual activities for infants and toddlers, and conducts daily evaluations of cognitive skills areas & social and emotional development. Refers infants and toddlers to appropriate program components when necessary.
- Uses child outcomes data reports to strengthen teaching techniques,
- Records observations on Teaching Strategies Gold ongoing assessment online system.



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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Holds conferences with parent(s) concerning the progress and development of the child. Serves as a positive adult model for infants, toddlers and parents.
- Makes home visits in order to encourage parental participation in the program and assists parents in becoming familiar with the needs of their infants and toddlers, and encourages them in carrying out learning activities at home.
- Prepares written reports and supervises maintenance of records concerning the child's attendance, progress, problems, and health and parent contacts.
- Provides support in the planning and implementation of training for center parent committee meetings. Attends parent committee meetings and community related meetings as required.
- Recruits and supervises volunteers in the classroom to utilize their skills effectively.
- Attends professional and educational conferences and meetings to stay abreast of educational trends, and enhances knowledge and skills.
- Assists in obtaining in-kind contributions.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; and effectively present information and respond to questions from groups of managers, clients and the general public.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; and compute rate, ratio and percent and to draw and interpret bar graphs.



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### **EDUCATION AND/OR EXPERIENCE:**

- A National CDA Credential for Infant and Toddler Caregivers. OR
- An Associate, Bachelors, or advanced degree in Early Childhood Education. OR
- An Associate degree in a field related to Early Childhood Education and coursework equivalent to a major relating to Early Childhood Education, with experience teaching preschool-age children; a National CDA credential for Infant and Toddler caregivers. OR
- A Bachelor or advanced degree in any field related to Early Childhood Education and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool-age children; a National CDA credential for Infant and Toddler caregivers.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license or State issued Identification Card

Must have means of transportation

45-Hour Child Care Certification from the State of Florida

### **OTHER SKILLS and ABILITIES:**

Working knowledge of health and safety issues in infant and toddler care; relationship building with infants and toddlers; ability to communicate effectively with families and colleagues; work in partnership with parents of infants and toddlers; and communicate effectively, orally and in writing.



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**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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

<b>APPROVED BY: (Name/Title)</b>	Deloris Johnson, Chief Executive Officer
<b>DATE APPROVED:</b>	July 1, 2017
<b>DATE REVIEWED/REVISED:</b>	July 1, 2017

CONFIRMATION OF RECEIPT:

Signature \_\_\_\_\_

Date \_\_\_\_\_