

## IMPERIAL COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: INSTRUCTIONAL TEACHER ASSOCIATE/INFANT & TODDLER -EARLY CARE AND EDUCATION PROGRAM**

#### **BASIC FUNCTION:**

Under the direction of assigned supervisor, provide quality early care and education services and a safe and caring environment for infants and toddlers from birth to 36 months enrolled and participating in assigned program; assist in the planning and implementation of developmentally appropriate activities to meet the needs of infants and toddlers; assist assigned supervisor in the implementation of assessments for each infant and toddler; observe, monitor, and document the progress of infants and toddlers toward established objectives.

#### **DISTINGUISHING CHARACTERISTICS:**

The Instructional Teacher Associate/Infant & Toddler classification is assigned to a center-based program providing early care and education services to infants and toddlers from birth to 36 months in a safe, clean, and nurturing classroom setting. Incumbents work closely with site personnel to assure early care and education needs are being met in compliance with established requirements.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide quality early care and education services and a safe and caring environment for infants and toddlers enrolled and participating in assigned program; provide care and assistance to infants and toddlers in the areas of hygiene, nutrition and early care and education.

Assist with planning and implementation of a variety of developmentally appropriate program activities to meet the needs and interests of participating infants and toddlers.

Assist assigned supervisor with the planning, development and implementation of developmentally appropriate lesson plans that promote social, emotional, cognitive and physical growth and enhance the classroom experience; Assist the teacher with the preparation of materials and reinforcing activities.

Participate in activities planned for infants and toddlers; assure that toddlers are interacting in age-appropriate activities; escort and supervise children during various activities including toilet learning, toileting, indoor and outdoor play activities, during meals and nap time; implement indoor play and activities during inclement weather.

Assist with snack time and meals as assigned; clean up eating areas and wash children's hands and faces after play times and meals as needed.

Assist infants and toddlers in the development of cognitive, gross/fine motor skills, and social skills through appropriate activities and reinforcement; assist with feeding, diapering, and changing soiled clothing as needed.

**June 2011; Revised July 2015**

Assist assigned supervisor with program assessments by making observations of participating infants and toddlers in the areas of behavior, growth and development, and learning; document the observations to assist assigned supervisor when preparing assessments.

Provide for the safety of the children as required; respond to a child's needs and problems in a patient, caring and sensitive manner; administer basic first aid and cardiopulmonary resuscitation (CPR) as needed.

Provide guidance, assistance and encouragement with various projects; assist in promoting a healthy self-image and self-esteem.

Prepare and maintain records related to observations, incidents, attendance, and other daily activities as assigned.

Maintain a clean, safe, sanitary and orderly early care and education environment including classrooms, playground, diapering area and bathrooms; clean and set up toys and other materials; take out trash, mop, vacuum, and sweep as assigned; sanitize toys as needed.

Assure the health and safety of children by following established practices, procedures, regulations, policies and laws.

Attend staff meetings, center team meetings, debriefings and other meetings or events as notified.

**OTHER DUTIES:**

Conduct home visits each year as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic principles and practices of early child development including proper care and discipline of infant and toddlers.

Basic record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Safety and health practices and precautions.

Basic first aid and Cardiopulmonary Resuscitation (CPR).

**ABILITY TO:**

Provide quality early care and education and a safe environment for infants and toddlers in an assigned early care and education center.

Assist with planning and implementing a variety of activities to meet the needs and interests of infants and toddlers.

Participate in activities with children and provide patient and sensitive care to infants and toddlers.

**June 2011; Revised July 2015**

Learn, apply and explain rules, regulations and procedures of the program.  
Determine appropriate action within clearly defined guidelines.  
Establish and maintain patient, gentle, supportive and cooperative working relationships with infants, toddlers, parents, and staff members.  
Maintain two-way communication with program and center based staff to ensure cooperative sharing and contribution of program activities and resolution of concerns.  
Understand and follow oral and written directions.  
Administer basic first aid and cardiopulmonary resuscitation (CPR) procedures as needed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by a minimum of 6 units in infant and toddler coursework, and sufficient training and experience to demonstrate the knowledge and abilities listed above. Assigned to Range forty-one (41) on the salary schedule

**LICENSES AND OTHER REQUIREMENTS:**

Hold or qualify for a valid Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing (CCTC).  
Valid California driver's license.  
Valid First Aid and CPR certificates issued by an authorized agency.  
Criminal Justice Fingerprint Clearance  
Tuberculosis Screening  
Food Handler Certificate  
Health Screening

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Early care and education center environment  
Indoor/outdoor work environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to communicate.  
Seeing to monitor children. Sitting or standing for extended periods of time.  
Dexterity of hands and fingers to hold children and manipulate objects used in play activities.  
Bending at the waist, kneeling or crouching.  
Lifting and carrying moderately heavy children and objects.