JOB DESCRIPTION

Position: Infant Toddler Co-Teacher

Employment Classification: Non-Exempt

Reports To: Director of Child and Family Services

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The infant toddler teacher will provide implementation of a developmentally appropriate curriculum for infants/toddlers which fosters learning in all developmental domains in the Early Head Start classroom. Provide support to families and other comprehensive services and preparing children for entrance into pre-school age programming. The ideal candidate will demonstrate excellent organizational, interpersonal verbal and written communication skills, with the ability to collaborate effectively in a team environment of varied individuals.

Qualifications & Requirements:

Education: Minimum of a High School Diploma with an infant/toddler CDA.
Experience: One (1) year of classroom experience with infants/toddlers and knowledge of social service agencies in Westmoreland County is preferred.
Mental Concentration: Considerable concentration intermittently
Interruptions: Occur constantly
Physical Demands: Medium physical effort in predominantly sitting, seated on floor and walking positions. Lifting of up to 30 lbs.
Special Demands/Requirements: Alternative hours, alternative locations. Must have dependable transportation, potential eye strain. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire. Completion of 12 hours of training annually per Department of Human Services requirements.
Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

Duties may include any or all of the following: This list is intended to be representative.

1. Conduct recruitment activities for program participants.
2. Plan and implement research-based curriculum for infants/toddlers in compliance with Early Head Start/CCP standards.
3. Assess children in areas of growth on an ongoing basis.
4. Maintain a safe and healthy environment for all infants/toddlers as identified by the Facilities and Health/Safety checklist.
5. Communicates with external social service agencies, professionals, and staff to act as an advocate for families.
6. Complete documentation, including current CACFP monthly documentation, reports, forms, timecards and other paperwork as required.

7. Attend all interagency external meetings pertinent to program participants, events, professional development trainings, and staff meetings, as necessary, during traditional and non-traditional hours.
8. Perform other duties and assist in special projects as assigned or requested.

Corporate Expectations:
Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

HOURLY WAGE:
$17.00 – CDA

HOURS PER WEEK:
Up to 40 hours per week
No benefits/PTO and Holidays only
Possible Non-Traditional Hours