

Current job opening with Community Action Marin’s Children and Family Services.

**Job Title:** Infant / Toddler Teacher  
**Status:** Full-time / Salaried / Non-Exempt  
**Org Band:** Frontline  
**Salary Range:** \$37,252 – \$49,920 DOE

**To apply, send resume to: Kelsey Lombardi, Alignment Project Manager at [klombardi@camarin.org](mailto:klombardi@camarin.org)**

**Job Summary:** Under the direction of the Area/Site Supervisor, establishes and maintains supportive relationships with infants, toddlers, and parents; develops and implements developmentally appropriate routines and curriculum for infants and toddlers. Encourages the cognitive, physical, emotional, social and development of the infant, toddler and family.

KEY RESULT AREA	% OF TIME
1. Embody the CAM Agency Core Competencies	-
2. Perform primary care giving	15%
3. Ensure health and safety	15%
4. Implement a developmentally appropriate curriculum	10%
5. Individualizes approach	20%
6. Provide positive guidance	10%
7. Provide an accepting environment	5 %
8. Build a partnership with parents	10%
9. Contribute and collaborate amongst a team	10%
10. Professionalism	5%

KEY RESULT AREA	OBJECTIVES/ACTIVITIES
1. Embody the CAM Agency Core Competencies	a) <u>Equity mindset</u> : a belief that all people have an equal opportunity to attain self-sufficiency. It’s about respecting all people equally regardless of background, race or gender. b) <u>Expertise</u> : the training and experience needed to ensure job success. c) <u>Cultural humility</u> : a humble and respectful attitude toward individuals of other cultures. It involves challenging our own cultural biases and a curiosity about other cultures. d) <u>Client orientation</u> : a recognition that the agency and all who serve in it are part of our community family. We put people first. e) <u>Reliability</u> : is doing what you say you will do.

	<p>f) <u>Kindness</u>: is being considerate. It means caring about the well-being of others.</p> <p>g) <u>Empathy</u>: the ability to sense or understand the feelings of others. It's about putting ourselves in someone else's shoes.</p>
2. Perform primary care giving	<p>a) Maintains the health, safety and wellbeing of all children at the center for the entire shift.</p> <p>b) Builds a close personal relationship with each child while attending to the child's physical, emotional, and developmental needs.</p>
3. Ensure health and safety	<p>a) Prioritizes the supervision of children at all times.</p> <p>b) Provides an environment that contributes to the prevention of illness through daily health checks, daily cleaning and sanitizing/disinfecting procedures and use of universal precautions.</p> <p>c) Follow the Family Style Meals format of serving foods.</p> <p>d) Completes a quarterly health/safety checklist and daily environment quick check.</p> <p>e) Documents and reports child accidents using the Incident Reporting procedure.</p>
4. Implement a developmentally appropriate curriculum	<p>a) Create a curriculum based on the Creative Curriculum for Infants and Toddlers.</p> <p>b) Follow a reflective practice of planning, observation, and assessment utilizing the DRDP assessment system online.</p>
5. Individualized approach	<p>a) Completes all new child orientation tasks.</p> <p>b) Conducts all developmental screenings, documents and follows up on referrals.</p> <p>c) Integrates results of screening and ongoing assessments into classroom routines, curriculum and ongoing individualization.</p>
6. Provide positive guidance	<p>a) Uses a variety of positive guidance techniques such as redirection, logical choices and consequences.</p> <p>b) Reinforces positive behavior consistently.</p> <p>c) Encourages children to understand and express their feelings.</p> <p>d) Is physically and verbally nurturing and supportive.</p>
7. Provide an accepting environment	<p>a) Creates a warm, welcoming environment for children and parents.</p> <p>b) Provides books, materials, and written words representing a diversity of cultures and languages reflected in the children/families. Is inclusive of children with disabilities, and supports their Individualized Family Service Plan (IFSP).</p>
8. Build a partnership with parents	<p>a) Establishes strategies to connect learning from school/ home and seeks parent input on the planning process.</p> <p>b) Shares information with parents on a regular basis regarding the growth and development of their child including regular daily feedback.</p> <p>c) Conducts meetings with the Family including two scheduled parent conferences and two home visits, to discuss child's developmental progress with parent. In coordination with the parent, assesses the strengths and needs of each assigned child.</p> <p>d) Educates parents in their role and responsibility in documenting</p>

	the monthly in-kind. Submits in-kind, in a timely manner.
9. Contribute and collaborate to the team	<ul style="list-style-type: none"> <li>a) Is a contributory team member, through activities, clear communication, and shared problem solving and decision making.</li> <li>b) Follows the CFS program’s communication policy.</li> <li>c) Participates in all team and site meetings, in-service days, and training opportunities.</li> <li>d) Supports classroom substitutes and volunteers.</li> </ul>
10. Professionalism	<ul style="list-style-type: none"> <li>a) Demonstrates and follows all Head Start performance standards, CDE State regulations and Children and Family Services policies and procedures.</li> <li>b) Maintains congenial and respectful relations with management staff, children and families and community.</li> <li>c) Maintains confidentiality in regards to staff and family information.</li> <li>d) Successfully completes paperwork on time and keeps current and accurate records.</li> <li>e) Adheres to work schedule, arrival, breaks, etc.</li> <li>f) Notifies supervisor <u>prior to beginning of workday (when possible)</u> when not able to come to work and arranges appropriate coverage.</li> <li>g) Follows health procedures including safe lifting, handwashing, and universal precautions.</li> <li>h) Exhibits a positive attitude regarding the agency and the CAM Children and Family Services program.</li> <li>i) Other duties as assigned.</li> </ul>

**Qualifications**

**Education (must have obtained one of the following)**

- a) An AA or BA in Early Childhood Education, Child Development, Human Development, Sociology, or a related field and have the coursework necessary to meet the California Child Care Licensing requirements to be a “fully qualified” infant/toddler teacher according to section 101416.2 [c] in the Manual of Policies and Procedures for Community Care Licensing (12 core units including 3 units of infant and toddler).
- b) Possess or be eligible to apply for, a California Child Development Permit at the Associate Teacher or higher level permit, and have at least 6 units related to the care and/or education of infants/toddlers.
- c) A Current/Valid Infant Toddler CDA –issued from the Council for Professional Development.

**Experience:**

- At least 6 months of experience in a licensed infant care center or comparable group child care program for children under five years of age. Letter from former employer may be requested for verification.

**Skills:**

- Ability to work well with parents from all socioeconomic and cultural backgrounds.
- Strong verbal/ written communication and management skills.
- Bilingual English/Spanish desirable.
- Ability to read and write English and interpret documents such as safety rules and policy and procedures manuals. Ability to write simple reports and correspondence and to complete basic forms.
- Proficient computer skills.
- Ability to communicate effectively verbally in English one on one and in small groups.

**Knowledge:**

- Knowledge of Head Start Performance Standards desirable.
- Must have Pediatric First Aid and Infant/Child CPR or be willing to obtain within first two weeks of employment.

**Ability:**

- Marin Head Start teachers are required to frequently bend, grasp, kneel, reach overhead, sit, squat, stand, stoop, twist, walk, and write on a daily basis.
- Teachers must also be able to lift and carry objects up to 25 pounds, and children up to of 40 pounds for safety reasons.
- Flexibility to readily adapt to changing environments.

**Other:**

- Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of an employment background/criminal check, if extended an offer for employment.
- Successfully complete an employment physical and provide a copy of your immunization record showing the MMR and TDAP vaccines received.
- Proof of the absence of tuberculosis.
- You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.