



JOB DESCRIPTION FOR THE POSITION OF INFANT CO TEACHER

**Annette's Preschool
Hinesburg, Vermont 05461**

Purpose Statement:

The Infant Teacher is responsible for the care, supervision and management of a class of Infants (6 wks-12 months age) in accord with the goals and curriculum plan of Annette's Preschool. The principal duties of the Infant Teacher include: conduct focused observations of children, develop action plans, carry out activities on a daily basis and evaluate the effectiveness of child development activities, ensure the safety and well-being of the children, maintain regular communication with parents, and contribute to the effective operation of the overall early care and education center. The Infant Teacher reports to the Center Director and Assistant Director.

Job Responsibilities:

- Plan and conduct an effective child development program to meet the physical, social, emotional and intellectual needs of each child. This should be done based on the goals and general curriculum plan of Annette's Preschool.
- Ensure that child care routines are carried out in a manner that is prompt, hygienic, and consistent with the good child development principles. This includes routines related to diapering, hand washing, eating, napping and transitioning between activities.
- Ensure the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures.
- Operate the classroom in compliance with all child care licensing standards, and Annette's Preschool Employee and Policy Handbooks.
- Create an open, friendly, and cooperative atmosphere in which children and families feel comfortable and secure.
- Provide experiences that promote individual expression through conversation, play and creativity.
- Provide a variety of language stimulation activities.
- Ensure that parents receive adequate information about their child's experiences at the center through daily contacts and regularly scheduled parent conferences.

- Maintain written records designed to evaluate each individual child.
- Promote and nurture parent-child bonding and relationships.
- Greet infants and their parents warmly and with enthusiasm each morning.
- Initiate classroom activities daily (sing-a-longs, art projects, sensory exploration, outdoor stimulation).
- Display children's creative art work on bulletin board, changing monthly (when age appropriate).
- Provide daily care individually to each infant, including but not limited to diapering every 2 hours and feeding on demand.
- Observe children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and report these signs immediately to the Director.
- Use equipment and supplies safely and conscientiously, keeping physical environment clean and orderly.
- Maintain confidentiality of child and family information at all times.
- Inspect the school site and equipment for potential safety hazards; taking corrective action or informing the Director to prevent injuries.
- Contribute to the operation of the center by participating in staff meetings and sharing information gained through attendance at workshops and professional reading.
- Work as a member of a team to ensure continuity and a high standard of quality in all classrooms in the center.

Education and Experience:

- A college degree in child development or early education and at least one year of experience teaching in a part-day or full-day program for infants and toddlers; or
- A college degree in an appropriate human service or education field (e.g. psychology, special education, music, social work) including some courses in child development, and at least two years teaching in a part-day or full-day program for infants and toddlers; or
- An associate degree in child development or early childhood education and at least two years of experience teaching in a part-day or full-day program for infants and toddlers; or
- A child development associate credential and at least three years of experience teaching in a part-day or full-day program for infants and toddlers.

Required Skills and Abilities:

- Must have a warm and supportive attitude and disposition toward working with children and their families.
- Must be reliable.
- Must be flexible in receiving assignments or adapting to changes in the program.
- Must be willing to accept supervision in order to improve work performance.
- Must have excellent oral and written communication skills.
- Must be physically able to perform the job of a teacher of young children.

Work Environment and Expectations

Annette's Preschool is a 4 STAR early care and education program that views each child as an individual with a unique developmental profile. Through age appropriate programming, Annette's serves children age 6 weeks to 12 years. The mission of Annette's Preschool is to achieve the highest level of professional development, build a community where families feel connected to one another and to the wider community, and to cultivate sustainable environmental choices and business practices to create a healthy environment for the children and teachers who care for them.

General Pay and Contract Provisions:

- 40 hour work week with hours between 8:30AM and 5:30PM.
- Competitive compensation commensurate with education and experience.
- Benefits available.

To Apply

Send cover letter and resume to jobs@annettespreschool.com.