

**Richland County First Steps  
Position Description**



**Job Title:** Classroom Teacher/Caregiver  
**Strategy:** Early Head Start  
**Reports to:** Center Director  
**Work Schedule:** Monday-Friday, 8 AM – 4:30 PM  
**Exempt:** No  
**Full-time:** Yes  
**Qualified for Benefits:** Yes

**Job Summary**

Richland First Steps is all about getting young children ready to thrive in school. We are looking for energetic, dedicated early childhood teachers who want to make an impact on a child’s life from the time he/she is 8 weeks to age 3. Our caregivers help prepare children for school by providing experiential learning and guidance in the major domains of development; social/emotional, health, cognitive, physical development, and literacy

This position will work within the framework given to ensure that all activities are grounded in positive, ongoing, and goal orientated relationships with families. Outcomes may include family well-being, parent-child relationships, families as life-long educators, families as learners, family connections to peers and community and families as advocates and leaders.

**Essential Functions**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)*

- Treat Head Start participants, community members and fellow staff with positive regard as defined in Head Start’s mission statement.
- Understand and follow both Head Start Performance Standards and First Steps Program Standards.
- Provide a positive, nurturing, healthy, developmentally appropriate classroom and outdoor environment for infants and toddlers
- Assess physical, social, emotional and cognitive development and learning readiness of children using assigned tools, and, in concert with parents planning an individual program plan for each child to meet child's needs.
- Complete all paperwork and documentation as required by Richland County First Steps, Early Head Start, and the childcare center.

### **Major Responsibilities/Activities**

- Design interactions and activities that encourage child success.
- Encourage and promote parental involvement.
- Conduct parent conferences to share and gain information on children's progress, needs, and interests and provides for other parent contacts on a variety of issues, including child's attendance.
- Participate in an individualized continuing education plan including CPR and First Aid certification.
- Ability to speak before groups (parent committees, parent trainings).
- Ability to organize and present correct information and answer questions effectively.
- Effective listening and observation skills.

### **Minimum Requirements**

- Minimum of Child Development Associate (CDA) Credential required. Associate or Bachelor's degree in child development, Early Childhood Education or related field preferred as well as specific infant and toddler training
- Experience as a teacher of infants and toddlers and Creative Curriculum for Infants, Toddlers and Twos – preferred.
- Demonstrated knowledge of child growth and development and teaching strategies
- Ability to communicate verbally and in writing
- Ability to work well with parents from diverse backgrounds
- Ability to work with a multidisciplinary team
- Ability to pass/maintain annual background checks including SLED and DSS (includes Sexual Registry).

### **Essential Mental Functions**

- Ability to work with families in crisis situations, guiding them according to program policy.
- Ability to prioritize tasks and maintain boundaries, especially as it relates to assigned families.

### **Essential Physical Functions**

- Ability to lift 40 pounds.
- Must be able to regularly kneel, bend, and sit on the floor to attend to children's needs.
- Ability to move quickly in order to respond to children who are very active.

### **Equipment/Databases Used**

- Equipment: Computer, Camera, Camcorder
- Database(s): ChildPlus, ASQ, Assessments