

**CAROLINA COMMUNITY ACTION, INC.**  
**POSITION DESCRIPTION**

**POSITION TITLE: CAREGIVER - INFANTS/TODDLERS**

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**FLSA STATUS:** Non-Exempt

**COMPONENT:** Early Head Start (EHS)

**REPORTS TO:** EHS/Disabilities Manager

**POSITION GRADE:** 3

**LOCATION:** Jonesville

**PREPARED BY:** The JESCLON Group, Inc.

**APPROVED BY:**

**DATE:** July 1, 2009

**DATE:** Revised June 13, 2018

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**SUMMARY**

Plan and implement activities for a classroom for up to four (4) infants and toddlers. This planning must be coordinated with the other Caregivers assigned to the same classroom. She/he works in cooperation with Caregivers, parents and volunteers to provide an age-appropriate, individualized learning environment in the classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Primary**

1. Provides primary care and supervision for up to 4 infants/toddlers in a classroom of 8 children.
2. Implements an age-appropriate daily routine for infants/toddlers.
3. Communicates on a regular basis with parents re: their child's activities during the day.
4. Completes written reports on a daily basis, such as attendance, developmental observations, etc.
5. Assists with regular sanitation of classroom environment (toys, surfaces, meal items, etc.)
6. Prepares and posts weekly lesson plans for infant/toddler classroom.
7. Conducts parent conferences, at least twice per year or as needed.
8. Conducts home visits, at least twice per year or as needed.
9. Implements a learning environment that meets Head Start Performance Standards, SC Day Care regulations and NAEYC guidelines.
10. Acts as a role model and mentor to other staff and parents.
11. Assists in providing guidance and training for classroom volunteers.
12. Assesses children with an appropriate assessment tool and develops objectives based on each child's individual developmental needs.
13. Uses information from assessment and observation to assist in identifying children who may have special needs.
14. Completes a daily health check on each child in the classroom, record findings, and make referrals when needed.
15. Attends parent activities and serves in a support role for parents.
16. Maintains confidentiality of children, parents, and staff.

**Secondary**

1. Attends all pre-service/in-service training, and regular staff meetings.
2. Performs other related duties as assigned.

**PERFORMANCE STANDARDS****EDUCATION AND EARLY CHILDHOOD DEVELOPMENT**

Ensures that the education environment is developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interests, temperaments, cultural backgrounds, and learning styles.

Ensures that the education environment supports the development of all children's social and emotional development, cognitive, language skills, and physical skills.

Provides a program of services for infants and toddlers, which encourages the development of a secure relationship between children and their teacher, and supports their social and emotional development and physical development.

Implements a curriculum that recognizes the need for individualized activities, integrates the educational aspects of all program areas, helps to develop children's facility in social relationships, enhances each child's understanding of self, and provides for the development of cognitive skills.

Involves parents in the development of the program's curriculum and approach to child development and education, and participates in staff-parent conferences and home visits. Encourages parents to observe and participate in their children's learning experiences in the Head Start Program.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Minimum beginning requirement, High School Diploma or GED and an Infant Toddler/Child Development Associate (CDA) Credential or its equivalent (State awarded certificate), would prefer an Associate Degree. If the employee does not hold the credential at the time of employment, the Credential must be obtained within one year from original date of hire.

Once the minimum requirements are met, all Caregivers will be required to hold an associate, baccalaureate, or advanced degree in early childhood education, or a degree in a field related to early childhood education with experience in teaching preschool children and a State awarded certificate to teach in a preschool program. (This typically includes 6 or more courses in early childhood education and/or child development. The teaching experience means experience as a preschool teacher in a licensed program or as a public school teacher).

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER QUALIFICATIONS**

Employee must pass an annual physical, TB screening, DRUG screening.

**OTHER SKILLS AND ABILITIES**

Incumbent must demonstrate a working knowledge of Head Start Performance Standards, SC Day Care Regulations, NAEYC guidelines.

**COMPUTER SKILLS**

Operate a desktop computer, related software, printer, copier, fax and phone.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Incumbent must have a valid state issued drivers' license.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**SPECIFICATION**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.