



*MAUI FAMILY SUPPORT SERVICES
JOB DESCRIPTION*

Infant and Toddler Teacher Aide

Job Title: Infant and Toddler Teacher Aide
Department: Early Head Start
Reports to: Center Supervisor
FLSA Status: Non-Exempt

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Summary:

Responsible to follow the classroom Lead Teacher's directions in order to implement the educational program in accordance with Center's educational goals, objectives, and beliefs. Report directly to the classroom Lead Teacher, and consequently to the Center Supervisor.

Essential Duties and Responsibilities:

The Infant and Toddler Teacher Aide is responsible for:

1. Reporting to work on time, signing in and out, and informing the Center Supervisor of absences in advance.
2. Carrying out the directions of Lead Teacher and/or Teachers.
3. Maintaining the classroom cleanliness, keeping the shelves, floors, and tables reasonably free of dust, dirt, paper, and food particles, under the direction of the Lead Teacher.
4. Helping the Lead Teacher to keep an orderly environment.
5. Informing the Lead Teacher of needed repairs to materials and equipment.
6. Washing all cots, tables, chairs, and toys as needed, at least once a month, using proper cleaning solutions and equipment.
7. Prepare materials as directed by the Lead Teacher.

Childcare and Instruction:

1. Assist the Lead Teacher in maintaining the health, welfare, and safety of the children.
 - a. Inform the Lead Teacher of any injuries to children in writing, filling out an incident report, with a copy to parent and a copy to the Center Supervisor.
 - b. Use only those child guidance techniques approved by the Center Supervisor.
 - c. NEVER leave the children alone and unsupervised.
2. Greet each child and parent appropriately.
3. Assist the Teacher in carrying out the daily schedule and maintaining the learning environment.
4. Refrain from discussing children's progress and/or daily behavior or school policies with parent. Refer parent inquiries to Lead Teacher and/or Center Supervisor.

Employee Standards

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Customary Compliance

1. Adheres to administrative and program rules, policies, procedures and objectives.
2. Assists in care and maintenance of program equipment and supplies.
3. Consistently reports to work on time and ready to work at the appointed start time.
4. Provides proper notification when late or absent.
5. Adheres to and abides by the agency's Code of Ethics.
6. Reports to work well groomed and in compliance with the agency's dress code.

Performance Quality Improvement

Uses the values, philosophy, tools and techniques of Performance Quality Improvement to support the organization's quality in all daily work.

Mission

1. Demonstrates the ability to interact in a positive and helpful manner with participants, visitors, volunteers and staff.
2. Respects the dignity of all by maintaining their privacy, respecting confidentiality and maintaining appropriate boundaries.
3. Reflects commitment to building a supportive work environment and maintains a positive attitude in the work place and toward the job.
4. Projects a good image in dealing with the public.
5. Demonstrates the ability and sensitivity to work with diverse cultures within the community.

Effective Communication

1. Demonstrates effective communication skills by conveying necessary information accurately and concisely, listening effectively, and asking pertinent questions.
2. Communicates effectively with other programs and staff, both orally and in writing; can read and understand written material and able to write effectively to meet the job requirements.

Staff Relations

1. Establishes and maintains cooperative relationships with participants, staff, and others using a humanistic attitude (anticipates needs, is respectful, caring and courteous).
2. Teamwork: interacts with fellow workers in a way that promotes a harmonious and cooperative working environment.

Environmental Safety

1. Adheres to safety, health and regulatory requirements as described in the administrative and program operations and policies & procedures.
2. Reports incidents and unsafe work conditions to supervisor.

Qualifications:

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other qualifications listed below are needed to adequately fulfill essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current TB clearance.
- High School Diploma/GED
- Must be 18 years of age
- Be able to pass fingerprinting background check with DHS
- Certified note/letter from Physician stating applicant is physical able to work with children.
- Have direct experience or training in the care of infants and/or very young children and their needs for consistency, warmth, alertness, and attentiveness that is required to nurture infants.
- Demonstrate that they enjoy caring for infants.

Education and/or Experience:

An Infant and Toddler Child Care Caregiver shall have:

1. A High School Diploma/GED
2. A high school vocational child care training course; or
3. An orientation training in the center

Language Skills:

Ability to effectively present and respond to questions from parents.

Reasoning Ability:

Ability to solve practical problems, and to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 sit and talk and hear. The employee may occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

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