

## **JOB DESCRIPTION**

**Position Title**      ECLC Infant/Toddler Teacher  
**Department**        Early Childhood Learning Center  
**Compensation**      DOE

---

**2021.037**

### **Summary of Duties and Responsibilities**

To provide a safe, nurturing environment that facilitates developmentally appropriate educational programming for infants and toddlers. Build strong relationships with children, families and community to foster high quality services in all content areas. Responsible for effectively meeting programs school readiness goals, planning for each child and measuring outcomes.

- Meets regularly and cooperates with management staff, especially the Education Coordinator, in order to effectively implement all ECLC selected curricula in the classroom
- Facilitate at least two home visits and two parent/teacher conferences per year, per child.
- Responsible for the planning of daily classroom management, routines and lesson plans that include all developmental domains appropriate to each child's age. (e.g. physical, social-emotional, language and cognitive development of each infant/toddler)
- Plan and design a developmentally-appropriate learning environment that meets the different needs, interests and developmental levels of each individual infant/toddler. Changes to the environment need to be reflected in the planning process and based on the continued interest of the children
- Plans and assists with classroom clean-up, care and organization, toy sanitization and laundry
- Supports efforts to develop and maintain consistent, yet flexible individualized curriculum, utilizing parent input and participation, along with each family's Individual Family Service Plan
- Assists in the development of transition plans and helps children transition throughout the year, involving parents in the process.
- Serves bottles, meals and snacks for infants/toddlers in the classroom
- Develops trusting, nonjudgmental, professional relationships with families that will support each family in their ability to nurture their children and attain their goals
- Assists with the training of parents and volunteers to feel comfortable in the classroom and to understand their role as a parent/volunteer
- Assists with the completion of developmental screenings and assessments according to specified timelines
- Consults regularly with co-teacher for needed information, health/mental health issues of enrolled children, pregnant women or families and suggestions related to goals and activities
- Develop portfolios for each enrolled child and facilitates parental participation in the development of each portfolio
- Participates in regularly scheduled Child Staffing meetings for interdisciplinary planning for each infant/toddler
- Documents and reports program information according to deadlines as required by supervisor, including lesson plans, assessments, monthly in-kind sheets, attendance/enrollment and meal counts, individual education plans, schedules and newsletter information. Submits documents to proper person or files information according to deadlines
- Responsible for submitting all lesson plans and supporting materials on time to the Education Coordinator

- Consults regularly with content area experts for needed information, health/family/disabilities issues of enrolled infants/toddlers, or families to make suggestions related to goals and activities
- Assists with the collection of and documents in-kind contributions
- Assists with center-wide inventory
- Provides all children enrolled in the ECLC with a safe, nurturing, engaging, enjoyable and secure learning environment
- Maintains professionalism through effective actions supportive of the ECLC philosophy
- Cooperates as a member of a team with all ECLC staff, volunteers and parents
- Maintains confidentiality of all program records and communication
- Attends training sessions locally and out of town, as well as all ECLC staff meetings and required functions
- Abides by all ECLC and Tribal policies and procedures
- Willing to take direction and learn new skills
- Be willing to work a flexible schedule, including some evening hours and occasionally weekend hours
- Performs other duties as assigned to meet the Head Start Performance Standards and to promote the efficiency and effectiveness of the ECLC
- Maintains current CPR/First Aid and Food Handler's certification
- Communicates effectively with others, including giving and receiving feedback on the quality of services
- Assist with the recruitment of families for the ECLC and promote parent involvement in all aspects of the program
- Interacts, establishes, maintains, and coordinates ECLC program activities and planning in varying degrees with various resources in order to better serve the needs of ECLC families
- Other duties as assigned to promote the efficiency and effectiveness of the ECLC

### **Desired Qualifications**

- AA degree or higher, in Early Childhood Development or related field with two or more years experience working with young children
- Two or more years experience working with Native American families
- Ability to lead appropriate learning activities for children and follow through on projects.
- Ability to maintain an orderly and positive environment
- Demonstrated ability to exercise good judgment under stressful situations
- Strong oral and written communication skills
- Knowledge and experience with Head Start and the Head Start Performance Standards

### **Minimum Qualifications**

- AA degree or higher in Early Childhood Development or related field with two or more years experience working with young children
- Must support the Coeur d'Alene Tribe's: vision, mission, and core values per CdA Resolution 015(2020)
- Must have received full COVID19 vaccination at time of application – attach vaccination card.
- COVID19 booster is required according to the timeline established by the CDC – attach vaccination card.
- Comply with all other Health policies established by the Tribe or department, including the annual flu shot.
- Experience working with diverse communities
- Complete the Idaho STARS training and registration within six months of employment

- Ability and willingness to maintain absolute confidentiality of sensitive information
- The ability to relate sensitively to children and their families
- Dependability and promptness
- Be willing to work a flexible schedule, which may include occasional nights and weekends
- Good physical, psychological and emotional health
- Must be able to lift 35 lbs
- Willingness and ability to support and work with other staff members
- Casual, comfortable dress and a neat, clean appearance
- Must complete an initial pre-employment physical examination, and an annual TB screening/test thereafter.
- Ability and willingness to obtain CPR/First Aid certification, Food Handlers certification, and other staff trainings as needed
- Must pass in-depth background investigation prior to employment
- Follows all rules, policies and procedures of the Coeur d'Alene Tribe and the ECLC program
- Demonstrated excellent attendance record and work ethic in prior positions (i.e., prompt, dependable, dedicated, etc.) and willingness to develop good ethics
- Prefer experience working with Native American populations, especially children
- Ability and willingness to learn the Coeur d'Alene language, culture and history to develop an understanding of the families ECLC serves
- Ability and willingness to follow directions, work as a team player, and to apply energies where needed with limited or no supervision
- Shows progress or willing to improve skills for working on a team

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, **submit an ECLC application, resume, COVID19 vaccination card, and signed position description no later than 4:00 pm on the closing date** to: Human Resources Department, P.O. Box 408, Plummer, ID 83851. For more information, visit our website at [www.cdatribe-nsn.gov](http://www.cdatribe-nsn.gov) or call 208-686-4068.

Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Return this job description with the application and your resume.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date