

## **JOB SPECIFICATIONS**

**JOB TITLE:**                   **Caregiver (Early Head Start)**

**SUMMARY OF JOB:** Primarily responsible for planning and implementing age-appropriate activities for each infant and toddler in his/her group and develop relationships of mutual trust and respect with each child and his/her parents.

This position assist the program to provide quality early childhood education services (literacy, learning and personal care) to infants and toddlers in accordance with the Head Start Performance Standards and agency policy.

### **JOB DUTIES**

1. Provides activities to respond to the changing needs of rapidly developing infants and young toddlers.
2. Cares for infants and toddlers in a warm, affectionate way that lets each child know that he/she is special, including the physical affection and cuddling that is so important at this stage of development.
3. Greets every parent and child daily, collect overnight information
4. Provides consistent and responsive care, respect individual differences.
5. Maintain an attractive, safe and healthy learning environment that is appropriate to the developmental level and learning style of the children enrolled in your group.
6. Sets clear and reasonable boundaries, allow and encourage infants and toddlers to play and express themselves freely in a variety ways.
7. Provides opportunities for exploring, learning and social interactions through a variety of daily activities.
8. Plays with the infants! Holds and cuddles them, sings to them, get on the floor with them, shows them toys, copies their sounds, mimic their antics, and mirror their expressions of pleasure and surprise. Give each child individual attention several times a day.

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9. Makes sure the infants and toddlers have lots of opportunities every day to handle toys and materials to play and move on the floor.
10. Provides experiences that stimulate all senses, and offer choices of things with which to play, and show pride and delight in the children's accomplishments.
11. Makes observations and/or written notations of infants and toddlers daily.
12. Moves infants and toys around the room to maintain the infant's enjoyment of playing. Introduce a few new toys occasionally to stimulate their interest.
13. Monitors volunteers assigned to assist with daily activities in your group.
14. Prepares activities to stimulate the senses recognizing that infants learn through the use of their eyes, ears, fingers, sense of taste and smell.
15. Works with a variety of "hands-on" activities that reflect age-appropriateness.
16. Provides opportunity for use of large and small motor skills with both indoor and outdoor activities for infants and toddlers.
17. Provides ample opportunities for toddlers to use repetition, to practice newly acquired skills and to experience feelings of autonomy and success.
18. Plans some adult-directed activities, and allow plenty of time for older infant to select their own play activities.
19. Be supportive of parents encouraging involvement, encouraging open and honest communication.

**Additional Responsibilities EHS Caregivers/Caregiver Aides and Center Aides**

Disinfecting the environment throughout the day, including the diaper changing area and any toys mouthed by infants. Use a solution of 1/4 cup of bleach to one gallon water, mixed daily and kept in spray bottles around out of the children's reach. After an infant is finished mouthing a toy, put the toy in a box on a high shelf until there is time to clean it with the solution.

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- Maintain daily communication with parents that address children daily intake, as well as eating and elimination patterns.
- Attend IFSP meeting when appropriate.
- Take advantage of all educational opportunities for professional growth.
- Conduct two parent-teacher conferences per year or as needed.
- Conduct at least two (2) home visits per year or as needed.
- Demonstrate a love for infants and toddlers and dedication to caring for them, perform other duties as assigned by Center Supervisor.

**QUALIFICATIONS AND REQUIREMENTS**

- B. A. degree in Early Childhood Education or related field with credit hours to support a minor in Early Childhood Education.
- Prior experience working in an early childhood education setting such as child care center, school or Head Start.
- Must have prior experience and be able to implement program's curriculum and conduct assessments of children performance.
- Must be able to develop and implement lesson plans that meet the needs of all children assigned to the classroom.
- Must possess a positive attitude, flexible and able to work with diverse groups of people
- Must be able to work with all parents
- Technology skills desired

