

# Maui Economic Opportunity, Inc.

## Job Description

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**Job Title:** Infant/Toddler Care Giver I  
**Department:** Kahi Kamali'i  
**Reports to:** Infant/Toddler Specialist  
**FLSA Status:** Nonexempt  
**Prepared Date:** March 2003  
**Updated:** June 2020  
**Pay Grade:** IT1

### **SUMMARY:**

Assists infant/toddler specialist and staff in the planning, organization, supervision and implementation of all program activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists with the implementation of programs and curriculum that meet the needs of infants and toddlers using age appropriate practices, and in accordance with funding requirements.
- Assists to conduct observations and documentation for children enrolled at assigned center.
- Assists to work with the child's parent/guardian to design an individual plan to promote development in the areas of cognitive, speech/language, motor, social and emotional development.
- Follows procedures and practices as established in the NAEYC publication of "Developmentally Appropriate Practice in Early Childhood Programs" by Sue Bredekamp and Carol Copple (Infants and Toddlers section).
- Assists with maintaining a system of on-going assessments throughout the school year including a portfolio work-sampling folder for each child, complete with photos and evidence of the child's accomplishments and documentation.
- Assists to monitor and create activities to meet established goals and objectives as designed in each child's individual plans.
- Assists to make appropriate and timely referrals to the program specialists as needed.
- Establishes and maintains center records in a confidential manner.
- Promotes respect and appreciation for the uniqueness of each child and family; refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Ensures positive methods of child guidance are utilized consistently by all staff and volunteers in the program.
- Assists to communicate and interacts with parents/guardians during home visits, parent/teacher conferences, telephone conversations, in-person, and through newsletters/notices and monthly calendar; and relays information as appropriate to supervisor and/or Director regarding child and family.
- Assists to promote parent/guardian participation and involvement in all aspects of the program ensuring the volunteer program is in compliance with funding requirements.
- Assists to provide monthly home/school connection activity to promote child development education to families at home.
- Ensures classroom, equipment and supplies are safe, appropriate, and adequate to promote best practice techniques and activities.
- Monitors and maintains the safety and welfare of all children in the program.
- Assists to assess supplies as needed while monitoring and maintaining the classroom materials.
- Assists to create an environment indoors and outdoors that encourages interactive, age appropriate, hands-on experiences, designed to meet the criteria of state licensing.

# Maui Economic Opportunity, Inc.

## Job Description

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- Supervises and monitors indoor and outdoor activities in accordance with licensing requirements to ensure the children's safety is maintained.
- Assists to monitor facilities maintenance and reports any and all potential structural hazards immediately to supervisor.
- Assists with preparation of meals for morning snack, lunch, and afternoon snack including heating food safely in microwave and making sure food are in bite-sized pieces for easy handling and chewing.
- Assist to oversee appropriate meal service, ensuring that infants are held and adult assisted with all feedings and toddlers are supervised during meals. For older toddlers, meals are prepped and served to children, including staff sitting and eating with the children.
- Assists to oversee and assist children with all oral health practices, including gum cleaning and tooth brushing after meals and fluoride treatment (if applicable).
- Assists in the planning, coordination and implementation of socializations, field trips, excursions and special events.
- Assists in setting up classroom for daily activities.
- Assists with the daily cleaning of the classroom.
- Continues professional growth by attending workshops and training designated for early childhood focused on Infants and Toddlers, and/or takes early childhood classes.
- Reports all incidents and/or occurrences of child abuse or suspected child abuse to supervisor and Child Welfare Services (CWS) immediately.
- Maintains a high level of customer service.
- Understands, follows and supports all safety policies and programs.
- Regular attendance.

### **NONESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares and submits reports as assigned.
- Cleans and disinfects bathrooms, tables, chairs and work centers, mops and vacuums, empties trash, dusts and straightens classroom; and hoses down walkways and windows as needed.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

- May assume supervisory duties in the absence of the specialist. Ensures classroom activities and practices are in compliance with state, federal and Early Childhood regulations.

### **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.

- Possesses imagination and ideas to promote an age appropriate learning environment for infants and toddlers.
- Excellent interpersonal skills that include verbal, written and listening.
- Ability to promote social, physical, and intellectual growth for program children.
- Ability to promote and facilitate an age appropriate learning environment for infants and toddlers.
- Basic understanding of community history, traditions and beliefs.
- Working knowledge of community resources.

# Maui Economic Opportunity, Inc.

## Job Description

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- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Maintains a high level of confidentiality concerning information about children, families and staff.
- Ability to work independently and instruct and motivate others.
- Basic knowledge of computer applications including word processing.
- Ability to use basic office machines.
- Ability to work varied shifts that may occasionally include nights and weekends.
- Ability to travel off island on occasion.

### **EDUCATION and/or EXPERIENCE:**

- High School diploma or equivalent, and,
- Twelve (12) credits approved ECE or CD training courses and,
- Thirty (30) hours course work in infant toddler development from an accredited teacher training program/institute and,
- Twelve (12) months full-time experience working with children under 36 months in licensed group care setting and,
- Must be at least 18 years of age;

Or

- High School diploma or equivalent, and,
- Thirty (30) hours of course work in infant and toddler development from an accredited teacher training institute or program and,
- Twenty (24) months full-time experience working with children under 36 months in licensed group care setting and,
- Must be at least 18 years of age;

Or

- No High School diploma, and,
- Thirty (30) hours of course work in infant toddler development from an accredited teacher training institute/program and,
- Thirty-six (36) months full-time experience working with children under 36 months in licensed group care setting and,
- Must be at least 18 years of age.

### **LANGUAGE SKILLS:**

- Ability to read, and interpret Head Start Performance Standards, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, and business correspondence.
- Ability to effectively present information and respond to questions from co-workers, staff, supervisors, program participants, partners, and the general public.
- Bilingual preferred.

### **MATHEMATICAL SKILLS:**

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

# Maui Economic Opportunity, Inc.

## Job Description

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### **REASONING ABILITY:**

- Ability to apply good judgment to carry out detailing about uninformed written or oral instructions.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to interact with and have compassion for children and/or persons with physical and emotional disabilities.
- Ability to relate and interact with children and their families.
- Ability to adapt to and maintain composure in many different situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Negative TB clearance within past 12 months.

### **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:

- Frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, and distance vision.

### **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:

- Frequently exposed to outside weather conditions.
- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and vibration. The noise level in the work environment is usually loud.