

INFANT TODDLER SPECIALIST

QUALIFICATIONS:

- Early Childhood Associates Degree in child development
- Experience working with birth through eight year old children and/or adult education preferred
- Experience in assessing young children
- Demonstrated skills in planning, organization and communication
- Understanding of literacy needs in the community for both adults and children
- Enthusiastic and reliable

REPORTS TO:

PFEC Principal

RESPONSIBILITIES SOLELY TO THIS PROGRAM:

- ◆ Helps identify and enroll participating families in program services
- ◆ Maintains a child-centered, learn/play centered classroom environment
- ◆ Accesses child growth and development via the pre- and post-Battelle screening
- ◆ Observes and records on an on-going basis (at least 4 times a year) each child's progress
- ◆ Provides parenting information and resources to parents of children birth through 3 years and 3 to 5 years
- ◆ Develops resources and materials to enhance the birth through 3 program
- ◆ Participate in and lead-out different professional development activities/focus groups
- ◆ Maintain up-to-date records as required
- ◆ Perform other duties and assume other responsibilities as may be assigned by the program administrator

BARGAINING UNIT POSITION: 180 days; 38.75 hours per week.

EVALUATION: Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.