

**Bentonville Public School  
Job Description**

TITLE: Infant/Toddler Teacher for Childcare Enrichment Services Building Bridges Pro.  
QUALIFICATIONS: 18 years or older with a high school diploma or GED  
Experience in childcare  
REPORTS TO: Site Director  
SUPERVISORS: None  
JOB GOALS: Provide a safe, stimulating, and educational environment for children

Performance Responsibilities:

Classroom:

1. Maintain safe and sanitary classroom area and equipment.
2. Arrange classroom for optimum efficiency/usage.
3. Be aware of possible hazards.
4. Keep work and play areas neat and organized.
5. Update room decorations.
6. Keep closets and shelves in order. (Lock up hazardous materials.)

Program:

1. Follow the daily schedule of activities.
2. Keep an attendance record daily.
3. Prepare, serve, and clean-up snack.
4. Post necessary information for parents.
5. Maintain records of accidents and incidents.
6. Maintain phone log.
7. Note any special instructions from parents.
8. Organize work efficiently.
9. Report to the Site Director any problems with students, parents, or other staff; also any other problems you may have.

Tasks:

1. Use positive approaches to help children behave appropriately.
2. Comfort children by touching, holding, or communicating.
3. Stop unsafe activities and redirect children toward safe play.
4. Talk and listen to children, even if they are too little to talk back.
5. Help supervise children during indoor and outdoor play.
6. Do not tell children they have to share but model sharing and praise sharing when you see it.
7. Do not tell children they must say "I'm sorry," but tell children when you are sorry and praise their concern for others' feelings.
8. Provide care such as diapering, feeding, dressing, etc. in a relaxed, individual manner.
9. Conduct activities as directed by the Site Director.
10. Perform custodial duties such as dishwashing, laundry, and cleaning as instructed.
11. Never use physical punishment, hurt, or humiliate a child.

Other Job Requirements:

1. Be familiar with and follow all Building Bridges Policies.
2. Attend scheduled meetings.
3. Attend at least 15 hours of training per year.
4. Check children for illness.
5. Supervise bathroom breaks and hand washing.
6. Maintain an accurate student count at all times. (staff/child ratio)
7. Inform the Site Director of any potential problems in or around the site.
8. Be aware and adhere to all licensing requirements.
9. Ensure that each child leaves with parent or authorized person.
10. Must give notice if you cannot be at work at you scheduled time.
11. Other duties as assigned.

Knowledge, Skill, and Ability:

1. Have skills in creating a fun, learning, and safe environment for children.
2. Respond to children's needs.
3. Interact with children at all times.
4. Provide curriculum materials that are developmentally appropriate.
5. Have them-related lesson plans that are age appropriate.
6. Maintain control of the group.
7. Maintain discipline as outlined in the Infant/Toddler Handbook.
8. Oversee and interact with children during outside play time. Count children going out and coming in.
9. Accompany children at all times.

Staff and Personal Relations:

1. Have a positive attitude (Wear a smile!)
2. Communicate and cooperate with other staff members.
3. Communicate and cooperate with parents daily.
4. Promote teamwork.
5. Be flexible.
6. Be punctual.
7. Take initiative.
8. Use good judgement.
9. Keep information confidential. (NO GOSSIP!)
10. Support the Building Bridges Program in accordance with all relevant policies and procedures.
11. Establish and maintain effective working relationships with the Administrative Team and other staff.
12. Maintain a professional image.
13. Be trustworthy.
14. Be loyal to the Site Director and the Administrative Team at all times.
15. Be attentive and loving to the children at all times.
16. Follow instructions given by the Administrative Team.

Qualifications include enjoyment of young children, good mental and physical health, TB skin test within the past year, and respect for diverse cultural backgrounds, willingness to complete training requirements, and willingness to undergo background checks required by law.

TERMS OF EMPLOYMENT: Based on Childcare Enrichment Services Salary Schedule

EVALUATION: Performance of this job will be evaluated based on the Childcare Enrichment Services Employee Handbook and Evaluation.

I understand and will abide by all the requirements and responsibilities of the position of Infant/Toddler Teacher.

Approved By \_\_\_\_\_ Date \_\_\_\_\_