



Infant Toddler Specialist
Employee Job Description /
Physical Requirements and Potential Hazards

Supervisor: ECS Family Services Coordinator

FSLA Status: Non-Exempt EEOC Code: L&I Code: 5308

Salary Grade: EC-28

Pay Rate: \$22.01 an hour

40 hours, 49 weeks per year

Benefits Offered: Medical, Vision, Dental Insurance. 403(b) Retirement. Life Insurance. Long-term Disability. Employee assistance.

Effective Date: 7/1/2023

Revised by/date(s): TL 6/7/23

PC Approval: 1/18/17; 7/25/18;
4/30/20; 10/27/21; 5/4/23

ESSENTIAL JOB FUNCTIONS: The Infant Toddler Specialist (ITS) is responsible for the delivery of direct services to children ages birth to 3 years old and their families, in areas of classroom instruction, social service, health education, and parent involvement. The ITS is responsible for proactive participation in center/social service jobs as assigned to support the overall operations of the center.

Responsibilities:

1. Provide direct primary care to a small group of infants/toddlers including routine care, documentation, and interaction with parents and other staff on behalf of these children.
2. Plan, develop and maintain a safe, healthy, and attractive learning environment including provision of developmentally appropriate materials and activities consistent to funding requirements and program standards.
3. Provide required home visits/conferences to participating families according to program calendar.
4. Assist in accessing and documenting perinatal and child health care including well child, dental, nutrition and immunizations.
5. Provide screening to assess the social, cognitive, nutritional and physical needs of children between the ages of birth to three enrolled in Early Head Start; and develop plans in collaboration with parents and other staff to address these assessed needs.
6. Monitor and document the progress of each child in the family file.
7. Discuss progress of the children with their parents and respond to the expressed concerns of parents by designing individualized learning plan (ILP).
8. Develop a partnership with participating parents in which the strengths and needs of the family will be assessed and an individualized family assessment and goal plan will be developed, implemented and documented.
9. Serve as a resource and support in identifying and accessing appropriate community resources for children birth to three years of age and their families.
10. Model appropriate communication skills, guidance techniques, and nurturing qualities and promote positive attachments between caregivers, children and families.
11. Provide consultation and support regarding best practices in early childhood education to providers of childcare for participating children.
12. Help transition families from Early Head Start to the next learning environment in the continuum of early childhood services.
13. Support facilitation of parent committee meetings and other parent groups.
14. Support identification and facilitation of parent training and education needs and potential community trainers.
15. Create a monthly newsletter.
16. Ensure documentation of parent and community involvement, and donations (In-kind).

17. Prepare and submit monthly reports as required.
18. Maintain family files with accurate and updated information in a timely and organized manner.
19. Other duties as assigned.

JOB EXPECTATIONS FOR ALL POSITIONS

Work Environment

1. Maintain confidentiality.
2. Report suspected child abuse and neglect, working in conjunction with Family Service Coordinator.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, educational, and cultural backgrounds.
5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of code of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar, personal work schedule, and monthly timesheets.

Program

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff members to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.
5. Participate in the conduct of community needs assessments.
6. Serve as liaison between families, center, community and grantee administration.
7. Be an active participant on a program committee as assigned.
8. Participate in program evaluation and planning process.
9. Generate and document in-kind contributions.
10. All staff will be required to participate in program activities outside of their normal work hours and scheduled work days.

Professional Development

1. Participate in pre- and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop an individual performance/growth plan (with assistance from peers, supervisor and coordinators).
4. Document trainings and other professional development activities in MERIT.

KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to learn independently and problem solve.
2. Ability to work with people of diverse social economic backgrounds.
3. Ability to maintain confidentiality.
4. Demonstrated skill in using and teaching conflict resolution and negotiation skills.
5. Intermediate computer skills.
6. Knowledge of labor laws.
7. Knowledge of child and family health care which includes preventative, early intervention, and health maintenance practices.
8. Experience with DECA-IT and ASQ child assessment tools and TS GOLD.
9. Excellent communication skills.

QUALIFICATIONS:

Preferred:

Associate degree or higher in early childhood education

Required:

Child development associate credential (CDA) or an equivalent credential

ADDITIONAL REQUIREMENTS:

1. By employment date, provide proof of a negative TB skin test or equivalent
2. By employment date, provide proof of MMR vaccination or measles immunity.
3. By employment date, satisfactory results from the criminal background check, as required by the Child/Adult Abuse Act.
4. Prior to date of hire, obtain a Portable Background Check through MERIT.
5. By employment date, provide copies of State driver's license, insurable driving record, and proof of current auto insurance.
6. Complete BBP, CAN, licensing orientation, center orientation, safe sleep, and disaster preparedness training prior to being with program children and families.
7. Within 30 days of employment date, obtain a health exam verification.
8. Within 30 days of employment date, obtain a Food Handler's Permit.
9. Within 30 days of hire, obtain interrater reliability in Teaching Strategies GOLD.
10. Within 90 days of employment date, obtain First Aid and hands-on Adult/Child CPR cards.
11. Within 90 days of employment date, complete required Child Care Basics course or equivalent.
12. Complete 10 hours of STARS-approved training each year as specified by licensing requirements.

Preference:

1. COVID-19 vaccinated.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running			X		

	NA	NE	O	F	C
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Using foot controls		X			
Repetitive motion of hands/fingers			X		
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling			X		
Work in/exposure to inclement weather				X	
Work in/exposure to cold water		X			
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials			X		
Exposure to needles or sharp implements		X			
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current	X				
Seeing objects at a distance					X
Seeing objects peripherally					X
Seeing close work (e.g., typed print)					X

	NA	NE	O	F	C
Distinguishing colors			X		
Hearing conversations or sounds					X
Hearing via radio or telephone			X		
Communicating through speech					X
Distinguishing odors by smell				X	
Distinguishing tastes			X		
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature

Date