HEAD START OF YAMHILL COUNTY

1006 NE 3RD ST. SUITE A, MCMINNVILLE, OR 97128

TODDLER TEACHER

Revision Date: November 2026	**Position Number:** HSYC-06-21
Position Title: Toddler Teacher	**Pay Range:** $23.05 - $27.89 depending on education
Reports to: Education Supervisor	
FLSA Status: Non-Exempt	
Positions Supervised: Classroom Aide	

GENERAL DESCRIPTION

This position will plan and implement a program for 8 children aged 24 through 36 months and their families which consists of home visits and classroom experiences that enhance the healthy development of participants. This position will coordinate the integrated delivery of child development, social services, health, nutrition, and parent involvement using Early Head Start curriculums. The classroom experiences for children will be held in accordance with program, state, and federal guidelines.

MINIMUM QUALIFICATIONS:

1. Knowledge of, or a willingness to learn:
   - Child Development
   - Trauma Informed Care
   - Early Childhood Education
   - Developmentally Appropriate Practices
   - Developmental Parenting
   - Children with misguided behaviors
   - Children and parents with special needs
   - About at-risk children and families and how to support them
   - Social/Emotional Curriculum: Conscious Discipline and Second Step

2. Demonstrate the competency to plan and implement home-based and classroom learning experiences that ensure effective implementation of the curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families

3. Experience or training in providing parent support in child and parent development is preferred.
4. Warm tone of voice.
5. Enthusiastic, energetic, compassionate, sensitive, and respectful personality.
6. Understand and demonstrate ethical practices as listed in the NAEYC Code of Ethics.
7. Maintain confidentiality and exercise sound judgment concerning privileged information.
8. Computer literate.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. A minimum of a home-based or infant-toddler CDA credential or comparable credential, including an Oregon Registry Online Step 7 or higher, or equivalent coursework as a part of an Associate's or Bachelor's Degree; **and**
2. Demonstrated competency to plan and implement home and classroom-based learning experiences that ensure effective implementation of the curriculum and promote children's progress, including children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.
3. AAS or BS in a related field is preferred.
4. Experience with toddlers in small groups preferred.
5. Experience with home visiting preferred.
6. Previous experience with At-Risk families preferred.

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively, and confidentially with children, families and co-workers.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak, and write with proficiency in English language.
4. Bilingual/ Bi-literate English/Spanish preferred.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers, supervisors and Coordinators to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a childcare facility and continued enrollment with the Criminal Background Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain Food Handler's permit within 30 days of hire.
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.

7. Obtain the Prevention is Better Than Treatment Certificate within 30 days of hire.*
8. Obtain Foundations for Learning Certification within 90 days of hire.
9. Obtain the CPR/1st Aid Certification within 90 days of hire.
10. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire.
11. Registered in Oregon Registry Online (O.R.O.) and consistent submissions of training and updated transcripts.
12. Reliable Transportation.

Note: Applicant must be enrolled in the Criminal Background Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

1. Model direct, positive, honest, and respectful behavior in every aspect of work with children, families, staff and community members.
2. Recognize, accept, and support individual differences and learning styles as reflected in activities and adult's interaction with children.
3. Establish positive and productive relationships with assigned families; foster the belief in parents that they are their child's best teacher and reinforce this concept with practical suggestions for its development.
4. Support parents in understanding child development and developmentally appropriate practices as they pertain to their child.
5. Support parents in strengthening the parent-child relationship to promote healthy attachment
6. Encourage parent involvement in all areas of the program.
7. Involve parents in planning weekly home visit plans and classroom experiences.
8. Plan and complete all home visits, working with families to provide individualized, appropriate developmental experiences for children.
9. Complete required number of individualized home visits in each month; home visits are individualized, scheduled, and last for 1.5 hours.
10. Support parent in providing environments in the home that enhance the child's development and learning across all domains and components.
11. Plan, schedule, and provide developmentally appropriate activities for classroom experiences using HSYC's adopted curriculum.
12. Provide a safe, clean classroom environment and individualized curriculum which promotes good health, nutrition, and safety practices, including bus and pedestrian safety.
13. Provide a classroom environment that represents a variety of cultural and ethnic populations.
14. Complete and post lesson plans, making sure to individualize for children according to their interests and goals.
15. Provide a classroom experience and support the establishment in the home environment which allows children to develop through active exploration, interaction with others and material usage.

16. Provide a classroom experience and support the establishment in the home environment which promotes large and small motor development through a variety of indoor and outdoor activities, materials, and equipment.
17. Provide a classroom experience and support the establishment in the home environment which promotes language, literacy, and cognitive development through a variety of activities.
18. Provide a classroom experience and support the establishment in the home environment which provides opportunities for children to express thoughts and feelings verbally and non-verbally.
19. Provide experiences and interactions with children which promote positive feelings about self and learning thus promoting social and emotional development.
20. Support social and emotional development through positive guidance and discipline/ PBIS, Conscious Discipline and model positive guidance techniques.
21. Promote positive behavior systems at all levels of the organization.
22. Encourage and support Dual Language learning opportunities and processes program-wide at all levels.
23. Regularly observe and assess children's developmental progress and make individual child plans with parents, documenting and referring concerns to Specialized Services Coordinator.
24. Complete all necessary documents according to Early Head Start Toddler Teacher timeline in a timely manner; documents are complete and accurate; follow-up assignments are completed.
25. Observe and enter documentation on child progress, assessing children 4 times annually.
26. Use observations and assessments to collaboratively make individual child educational goals with parents according to HSYC expectations.
27. Planning and completing all required parent-teacher conferences with families during home visits.
28. Work with Coordinators to plan, coordinate, and provide for the delivery of needed services to families and children in areas of health, nutrition, social services, mental health, and special needs.
29. Complete ASQ with every family within the first 45 days of enrollment.
30. Work with Family Support and parents to complete dental/physical exams within first 90 days of enrollment and encourage their on-going participation in the EPSDT-recommended schedule of well childcare through their medical/ dental homes.
31. Collaborate with Specialists and Coordinators to best serve children with special needs including mental health, disabilities, and health issues.
32. Coordinate with Specialized Services Coordinator in children’s special needs processes including child assessment, working with professionals, IFSP development and obtaining services.
33. Coordinate and participate in transition activities with families from EHS to preschool beginning at 30 months, and with Specialized Services Coordinator for children with IFSPs.
34. Ensure child tracking systems in all program areas, which includes the maintenance of records, service needs and completion of services, are accurate and up to date to satisfy Head

Start Performance Standard requirements, and that Head Start Performance Standard Timelines for health services are satisfied.

35. Completion of necessary reports, documents, forms, timesheets, mileage, cycle reports on a consistent and timely basis, according to requirements and timelines.
36. Attend parent meetings, assisting with planning, meal preparation and clean-up, and arranging childcare; be responsible for the presentation of the Child Development Component.
37. Conduct orientation for all components and complete initial in-take forms and documentation for all new families entering the program.
38. Encourage parents to take advantage of educational opportunities.
39. Assist with recruitment, as needed.
40. Assist with food services, as needed.
41. Participate in pre-service, staff in-service and training, case management, site meetings, component meetings & parent meetings.
42. Coordinate and facilitate classroom team meetings, reflective supervisions with education team

ADDITIONAL JOB DUTIES:

1. Complete all data entry, reports, documents, forms and monitoring which includes case notes, cycle reports, timesheets, mileage, child assessment and outcomes within required deadlines.
2. Attend required conferences and trainings as requested by Supervisor.
3. Assure that the classroom is supplied with necessary supplies and materials and assume responsibility for use of space, materials, and equipment.
4. Assure that resources are used effectively.
5. Daily class evaluation between teaching staff.
6. Demonstrate the ability to manage a flexible 40-hour work week, which could include evenings and early mornings.
7. Participate in completing program's annual Self-Assessment, assisting to develop plan of action to address program weaknesses.
8. Perform other related duties as assigned.

OTHER RESPONSIBILITIES:

1. Participate in a minimum of 15 clock hours of professional development, per year.
2. Willingness to participate in and learn from the Head Start of Yamhill County's research based, coordinated coaching strategies continuously.
3. Willingness to participate in and learn about Conscious Discipline.
4. Supervise, mentor and provide annual performance appraisal to Classroom Aide **and,**
5. Support their professional growth by allowing them time to teach on a regular basis, reflective conversations regarding teaching and coaching to further enhance their development and skill in classroom management, Developmentally Appropriate Practice, Head Start Philosophy and PBIS.

5. Act as a Mentor and give direction to Substitutes, Parents, and Volunteers to support their professional growth.
6. Participate in training, and evaluating Volunteers, Substitutes, Bus Drivers, and Cooks.

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 the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 80 pounds with assistance.

MENTAL DEMANDS:
1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:
The work environment characteristics 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.
1. Exposure to outside weather conditions
2. Driving in all conditions
3. Indoor environment
4. Exposed to wet and/or humid conditions due to outside weather conditions.
5. Work within a team environment

CONFIDENTIALITY:
Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

_____ _____
Signature **Date**

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.