

Organization: **Youth & Family Services (YFS)**

Department: **Child Development Center**

Position: **Teacher Infant/Toddler Trainee**

Status: **Full-Time**

Reports to: **Lead Teacher Infant/Toddler CDA**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Complete online CDA within 6 months. CDA must be obtained within 4 weeks of the online CDA completion date. Agree to accept the Teacher Infant/Toddler CDA position when offered OR agree to move into any/fill the open Teacher Infant/Toddler CDA position when offered. High School diploma or GED required. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Current vehicle liability insurance and a valid driver's license required. May transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Must meet SD Child Care Licensing Regulations if required for position. Maintain current credentials and certifications.

Essential Functions:

- Comply with and implement all applicable local, state, and federal regulations.
- Implement activities to advance development of children by developing literacy, phonemic print, numeric awareness, understanding/use of language, understanding/use of vocabulary, appreciation of books, awareness of cultural diversity, and problem solving. Promote healthy food choices and moderate-to-vigorous intentional physical activity.
- Create, support, and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development.
- Participate in the development and implementation of the Individualized Education Plan (IEP) or Individualized Family Services Plan (IFSP) or Response to Intervention requirements, when appropriate.
- Observe/attend home visit/conference conducted by the Education Coordinator or Teacher Infant Toddler CDA.
- Invite and support parents to become integrally involved in the development of the program's curriculum and approach to child development and education. Encourage the involvement of families and support the development of relationships between children and their families.
- Utilize developmentally appropriate practices (DAP) and follow ITERS standards
- Establish and maintain a positive and trusting relationship with children and their families.
- Under direct supervision of the Education Coordinator maintain accurate records for each child, data entry and completion of appropriate documents and referrals as needed in a timely manner.
- Actively supervise and engage children at all times to ensure child safety.
- Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines.
- Maintain confidentiality as it relates to information about children, families, and other staff members.

- Under direct supervision of the Education Coordinator assist in all assigned grant activities, but not limited to in-kind and United Way.
- Direct teacher assistants, substitutes, and volunteers to carry out daily operations and to actively supervise and engage children at all times to ensure child safety.
- Attend and participate in staff meetings and trainings as requested by supervisor.
- Work with children and their families to support development toward school readiness.
- Complete online CDA within the designated timeframe to ensure required credential is obtained within four to six months.

Additional Functions: Responsible for opening/closing center and all related duties if assigned. Monetary increase will accompany this duty if assigned. Punctuality is critical. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Assist in recruitment of children, families, and volunteers for program services. Assume Coordinator responsibilities in their absence if assigned. Develop and implement activities to advance development of children, including school readiness by developing literacy, phonemic print, numeric awareness, understanding/use of language, understanding/use of vocabulary, appreciation of books, and problem solving. Monitor and adhere to budget of classroom expenses. Keep supplies updated and current. Support all program activities and services of YFS, including Kids Fair, Parent Association and Policy Council, evening child care, and other event nights. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Model appropriate behavior while working with other staff, children, and families. Perform additional duties as requested by supervisor.

Environmental Functions: Ability to lift up to 50 lbs. Work schedule may vary dependent upon program needs. Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. Ability to carry children with both arms. Ability to move within the classroom and playground and on the bus. Ability to move from sitting or kneeling on floor to standing. Ability to kneel and bend. May be exposed to variety of potentially hazardous living and health conditions of enrolled families.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!