

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

Department: **CDC**

Position: **Lead Teacher Infant/Toddler CDA**

Status: **Full-Time**

Reports to: **Child Development Center Program Coordinator**

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:** Child Development Associate (CDA) Credential Infant/Toddler required. High School diploma or GED required. Maintain current credentials and certifications. Must meet SD Child Care Licensing Regulations if required for position. Current vehicle liability insurance and a valid driver's license required. 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. 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.

**Essential Functions:**

- Comply with and implement all applicable local, state, and federal regulations.
- Responsible for implementation of all classroom requirements.
- Develop and 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.
- Use the information from the screenings for developmental, sensory, and behavioral concerns, the ongoing observations, medical and dental evaluations and treatments, and insights from the child's parents to help staff and parents determine how the program can best respond to each child's individual characteristics, strengths and needs, which ensures individualization for each child.
- 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.
- Plan and implement two home visits and two parent-teacher conferences per child lasting one hour.
- 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.
- Actively supervise and engage children at all times to ensure child safety.
- Work with children and their families to support development toward school readiness.
- Utilize developmentally appropriate practices (DAP) and follow ITERS standards.
- Establish and maintain a positive and trusting relationship with children and their families.
- Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner.

- Maintain confidentiality as it relates to information about children, families, and other staff members.
- Assist Coordinator with hiring Teacher Infant/Toddler and Classroom Aid/Assistant positions for your assigned classroom.
- Supervise, train, and evaluate Teacher Infant/Toddler and Classroom Aid/Assistant positions for your assigned classroom.
- 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.
- Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines.
- Attend and participate in staff meetings and trainings as requested by supervisor.
- Assist in all assigned grant activities including, but not limited to, in-kind and United Way.

**Additional Functions:** Responsible for opening/closing center and all related duties if assigned. Monetary increase will accompany this duty if assigned. Punctuality is critical. Assist in recruitment of children, families, and volunteers for program services. Model appropriate behavior while working with other staff, children, and families. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Monitor and adhere to budget of classroom expenses. Keep supplies updated and current. Assume Coordinator responsibilities in their absence if assigned. 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. Perform additional duties as assigned by supervisor.

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

**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: [yfshr@youthandfamilyservices.org](mailto:yfshr@youthandfamilyservices.org)

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 our HR Team at 605-342-4195!**