

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Primary Caregiver

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Supervisor: Site Supervisor

Classification: Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Provide day to day care to infants or toddlers in a Head Start classroom using SHS developmentally appropriate curriculum and assessment, and by building responsive relationships with children and families.

### **Essential Duties and Responsibilities**

- Assist supervisor in maintaining a safe, clean, and healthy work environment.
- Ensure compliance with Head Start Performance Standards, federal and state regulation, and Community Care Licensing requirements.
- Supervise classroom staff as assigned. Ensure performance evaluation, goal setting and staff development plans are completed.
- Maintain record keeping and reporting systems to ensure accurate information, with timely completion and follow-up.
- Build relationships and participate in community collaborations and events to enhance Head Start services.
- Plan and implement SHS developmentally appropriate curriculum and assessment.
- Oversee supervision and management of children in the classroom in order to ensure a safe, clean, and healthy learning environment.
- On-going professional development through education, role modeling, mentoring, and providing training and resources.
- Order supplies and materials as needed for effective service delivery.
- Travel as needed throughout Shasta Head Start catchment area.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Understanding of infant and toddler development.
- Ability to develop consistent, stable and supportive relationships with infants/toddlers and their families.
- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or government regulations.
- Ability to perform basic math, and to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to write using correct grammar, spelling and punctuation; and to organize documents accurately
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.

06/08/2017

**Education**

*Minimum*

Child Development Matrix Permit at the Associate Teacher level or higher and 3 units in Infant/Toddler Learning and core ECE units: Human/Child Development (3 units), Family, Child and Community (3 units), and Program/Curriculum (3 units).

*Desired*

AA degree in Early Childhood Education or related field, including 6 units in Infant/Toddler Learning and core ECE units: Human/Child Development (3 units), Family, Child and Community (3 units), and Program/Curriculum (3 units).

**Training and Experience**

*Minimum*

One year related experience

*Desired*

Two years related experience

**Certificates, Licenses**

- Must have and maintain current EMSA First aid and CPR.

**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 this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

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Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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Supervisor's Title