

FIRST PRESBYTERIAN PRESCHOOL (FPP)

Lead Infant Care Giver Position Description

POSITION TITLE: Lead Infant Caregiver
REPORTS TO: Preschool Director
SESSION OVERSIGHT: Preschool Committee
FLSA STATUS: Non-exempt
PREPARED DATE:
APPROVED BY:
APPROVED DATE:

VISION: I acknowledge that I am part of a team at First Presbyterian Preschool, an early childhood ministry of First Presbyterian Church of Norfolk, whose primary purpose is to provide an excellent preschool experience in a Christian environment. The school is dedicated to the intellectual, cultural, emotional, social, physical, and spiritual growth of its students. I am an integral part of how that vision is projected through my attitude, my service, and my daily tasks.

JOB SUMMARY: The lead infant caregiver position requires daily care of infants; building of positive relationships with children, parents, and staff; creating a safe, clean, and inviting environment; planning and managing a developmentally appropriate program.

ESSENTIAL JOB FUNCTIONS

Building Positive Relationships with Children, Parents, and Staff

- Children:
 - Engage in private or group prayer for each child and his/her family.
 - Greet each child with a warm, individual welcome.
 - Model how glad you are to be here.
 - Get to know each child individually.
 - Comfort a distraught child with physical attention and/or distraction.
 - Children should not be allowed to cry more than 5-10 minutes without a written request from parents.
- Parents:
 - Greet parents warmly and let them tell you about their child's morning.
 - Work with parents about their concerns and your own concerns.
 - Maintain confidentiality concerning children and families.
 - Send home a monthly Newsletter.
 - Only the Lead Caregiver or Office Staff may call the parent. If the lead caregiver is present when the parent picks up, it is the lead caregiver who speaks to the parent.
- Staff:
 - Be open to suggestions from colleagues for improving the program.
 - Always assume the best case scenario with everyone.
 - Voice any concerns about a colleague with that person privately or the Preschool Director.

Create a Safe, Clean, and Inviting Environment

- Whether leaving the room due to an alarm or to go to the playground, music, or other destination, one adult should lead and a second should be at the end of the line to observe children. Emergency bags should be carried any time the group leaves the classroom.
- Change diapers regularly, wipe noses, faces, and wash hands on a regular basis and as needed.
- Follow parent's requested feeding schedule documenting times of feedings, naps and diaper changes.
- Clean and disinfect toys, counters, tables, etc. regularly
- Select toys and activities that are developmentally appropriate and safe. Also rotate toys periodically in order to provide new and developmentally appropriate toys.
- Prepare bulletin board displays.

Plan and Manage a Developmentally Appropriate Program

- Provide genuine love and care for each child.
- Plan and implement activities that promote intellectual, physical, social, emotional, and spiritual growth.
- Interact verbally and nonverbally with individual children implanting language and promoting confidence.
- Read to individual small groups of children daily.
- Play appropriate games with the children.
- Provide stimulating activities in the classroom, from tummy time to more sophisticated opportunities such as building block towers, moving to music, holding crayon to make marks on a paper, etc.
- Model participation.
- Take infants for a stroll in nice weather.

QUALIFICATIONS, KNOWLEDGE, SKILLS, & ABILITIES

- College degree preferred
- Three to five years of related experience
- CPR/First Aid Certified
- Food Handler Certified
- Free from any disability which would prevent one from caring for children
- Ability to pass a Tuberculosis Screening
- Ability to lift several children if required in the case of an emergency
- Three or more past work experience references
- Attends church regularly

I acknowledge that I have read and understand the scope of the job position and willingly abide by the vision and duties defined herein.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____