

CFCE — Infant/Toddler Lead

Minimum qualifications: Associates Degree with 12 related Early Childhood or Child Development credits. Must be able to supervise the efforts of others. Must have good problem-solving skills. Must be physically able to lift 40 pounds and be at the child's level. Must be available to attend trainings, evening meetings and other functions as required. Must be willing to learn and implement strategies for working effectively with special needs children as required (i.e., tube-feeding, nebulizers, etc.).

Duties may include, but are not limited to:

- Planning with team members
- Supervise other team members and volunteers
- Evaluate and mentor team members
- Deliver educational activities as planned
- Communicate parents and other team members
- Demonstrate flexibility
- Maintain proper records
- Maintain classroom cleanliness
- Follow approved diapering procedures
- Launder center-supplied sheets, bibs, etc.
- Complete conferences with families
- Communicate with parents and other team members