



Job Title: Infant Caretaker

Reports to: Director of Early Childhood

Full-time (7:30-3:30 Monday - Friday) | August 2020 through May 2021 | Non-exempt | Hourly Employee

St. George's Episcopal School is a coeducational, independent school serving approximately 370 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.

Position Summary

St. George's Episcopal School is searching for an enthusiastic and creative Infant Caretaker to work with the faculty infants. St. George's is seeking candidates who demonstrate a growth mindset and possess strong verbal and written communication skills. Candidates who are organized, patient, flexible, warm, energetic and engaging are likely to be successful team members at St. George's.

Essential Duties and Responsibilities

- Supervise and monitor the safety of children in your care
- Prepare meals and organize mealtimes and snacks for children
- Help children keep good hygiene; change diapers
- Organize activities or implement a curriculum that allows children to learn about the world and explore interests
- Facilitate free play
- Develop schedules and routines to ensure that the needs of the children are being met
- Ensure that children have enough physical activity, rest, and playtime
- Supervise sleeping and napping time
- Listen to children, reflect and documents children's processes and their work; keep records of children's progress, routines, and interest
- Document and communicate daily the sleeping, eating, and activities of each child to the parents
- Communicate effectively with parents and establishes a team approach with the child's family
- Display a warm and nurturing character that supports the applicant's ability to connect with young children and their families
- Show dedication to social, emotional and character development of each child; watch for signs of emotional or developmental problems in children and bring the problems to the attention of parents



- Understand the environment the applicant creates is an important teaching tool
- Set learning goals that are integrated within a child-centered curriculum for each child, develop appropriate challenging curriculum to meet the needs of the students and provide a variety of ongoing assessments
- Follow all daycare licensing and Department of Health policies and procedures

Qualifications

- Early childhood ancillary certificate
- One year of experience in teaching or care in a licensed early learning facility
- Experience working with preschool-age children
- Bachelor's degree is preferred but not required
- Proficient in Google Docs and iPad as a communication tool
- Understands the social and emotional needs of preschool-age students
- Experience working in a teaching team
- Positive attitude and eager to work collaboratively with colleagues in developing and planning for instruction
- Excellent knowledge of child development, the latest education theories and practices and current trends in education
- Strong written and verbal communication skills
- Able to sit on the floor for extended periods of time
- Able to lift 30lbs.
- Punctual and dependable

St. George's Episcopal School as an Equal Opportunity Employer

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

Interested candidates should send a cover letter detailing their educational philosophy and resumé to Early Childhood Director Hayley Harang, hayley.harang@stgnola.org