

Title: Coordinator of Infant/Toddler Programs/Infant/Toddler Teacher (FLSA Exempt)

Performance Responsibilities Design and Evaluation - Assumes responsibility for the design, implementation and evaluation of individualized family service plans for Part H eligible infants.

- Coordinates with other agencies to initiate the development and implementation of goals and objectives which guide and improve student's development through an individual family service plan.
 - Assesses abilities and needs of each student in order to develop an effective program for eligible infants 0 to 3 years.
 - Develops long and/or short-range objectives geared to student and family.
 - Prepares and/or administers various types of evaluation instruments designed to evaluate both student development and program effectiveness.
- Any and all duties as assigned by Director of Students with Exceptionalities or designee**

Leadership - Assumes leadership in directing the learning activities of students.

- Displays mastery of developmental areas, effective teaching strategies, and consideration of family strengths and needs.
- Provides tracking and monitoring of St. Tammany Parish Part H eligible infants.
- Establishes and enforces effective rules and regulations which provide the proper supportive environment for the students and families.
- Adapts instructional materials and practices as necessary to provide for the needs of individual students and families.
- Locates materials and resources needed to meet the needs of the students and their families.
- Keeps abreast of professional research and legislation concerning eligible infants and their families.

Management - Initiate practices designed to maintain an adequate learning environment.

- Promotes a well organized teaming environment for all instructional activities in a home and/or center-based setting.
- Manages planning processes, materials and activities to the best advantage of all students and families.
- Manages administrative responsibilities required to maintain student records, materials, instructional equipment, and interagency agreements.
- Accepts responsibility for duties and assignments related to developmental needs of the 0 to 3-year old population and their family needs.

Student Services - Initiates practices designed to promote the success and well-being of students.

- Exhibits sensitivity, empathy and understanding when dealing with students and families.
- Provides activities so that each student may have opportunities to develop a sense of self-worth, leadership, and success with their families.
- Obtain and uses information about students and families in order to provide for individual differences.
- Provides supportive assistance to meet the needs of the family.

School/Community Relations - Initiates practices designed to provide for effective school/community relations.

- Works to achieve maximum understanding and support of public education.
- Communicates with parents in order to provide optimum benefits for students and families.
- Demonstrates the highest ethical standards characterized by the teaching profession when dealing with students, colleagues, and parents.
- Works cooperatively with parents, administrators and staff, and infant service providers to insure the most effective programming for infants and families.
- Communicates effectively with infant service providers concerning interagency agreements and other matters as they arise.
- Participates in continual professional improvement to insure the best possible assistance for Part H eligible infants and their families.
- Provides transitional information to the families of eligible infants prior to the child's third birthday.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualification: United States citizen or authorized alien; a Bachelors Degree from an accredited University required, Master's Degree preferred; a valid Louisiana Teaching Certificate; three (3) years successful classroom teaching, minimum; non-categorical preschool handicapped certification.

Terms of Employment: 9 Months

Reports to: Director of Students with Exceptionalities or designee

Supervises: Assigned students

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)