Job Title: Assistant Infant Teacher
Location: Eastminster Child Care Center, Pennsylvania
Position Type: Full- Time

About Us:
Eastminster Child Care Center is a 4 Keystone Stars, NAEYC- Accredited Christian Child Care Program serving Infants through Preschoolers. The center emphasizes a nurturing, cross-cultural environment aligned with the mission of Eastminster Presbyterian Church. The center is dedicated to providing high- quality care and education. Our program meets rigorous standards in staff qualifications, learning environments, leadership, and family-community partnerships, reflecting our commitment to excellence in early childhood education.

Position Summary: The Assistant Infant Teacher works closely with the Lead Infant Teacher to create a nurturing, predictable, and developmentally appropriate environment for infants. This position requires patience, attentiveness, strong communication skills, and a deep understanding of infant needs, cues, and routines.

. **Key Responsibilities:**

- **Support daily caregiving routines** including feeding, diapering, bottle preparation, naps, and transitions.
- **Respond promptly and sensitively** to infants' cues, offering comfort, soothing, and secure attachment-building interactions.
- **Engage infants in developmentally appropriate activities** such as tummy time, sensory play, early language experiences, music, and gentle movement.
- **Ensure constant supervision** and maintain safe sleep and safe-environment practices at all times.
- **Promote early developmental milestones** by supporting motor skills, early communication, and social-emotional bonding.
- **Assist with classroom organization** by preparing materials, rotating toys, and maintaining a calm, predictable environment.
- **Observe and document developmental progress** including emerging skills, feeding patterns, and temperament, and share insights with the Lead Teacher.
- **Maintain cleanliness and hygiene** including sanitizing toys, cleaning surfaces, and following health and safety protocols.
- **Communicate professionally** with families and staff while maintaining confidentiality.
- **Participate in team meetings**, trainings, and professional development.

- **Health & Safety:**
- Maintain a safe, organized, and engaging classroom environment that meets Head Start health and safety standards, NAEYC criteria, and Keystone STARS 4 environmental guidelines.
- Ensure constant supervision and compliance with all DHS licensing regulations.

- Implement positive guidance strategies that support emotional regulation, conflict resolution, and prosocial behavior.
- Set up and rotate learning centers to encourage exploration, creativity, and hands-on learning.
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- **Documentation:** Create weekly lesson plans that support exploration, independence, and emerging skills.
- **Family Engagement:** Greet families warmly during drop-off and pick-up times, providing updates on their child's day.
- **Professional Development:** Participate in ongoing training, completing a minimum of 24 hours annually as required by Keystone STARS.

- Implement developmentally appropriate practices consistent with NAEYC standards.

- Adapt teaching strategies to meet diverse learning needs, cultural backgrounds, and developmental levels.

- Encourage language development, self-help skills, and positive social interactions.

- Ensure constant supervision and adherence to all DHS, NAEYC, and STARS safety and health regulations.

- Support implementation of positive guidance strategies that promote self-regulation and problem-solving.

- Prepare materials, set up learning centers, and rotate activities to support ongoing engagement.

- Participate in staff meetings, professional development, and Keystone STARS continuous quality improvement activities.
- Demonstrate reliability, flexibility, and a positive attitude in a fast-paced early childhood environment.
- Uphold program policies, licensing regulations, and accreditation standards at all times.

Qualifications:

- **Education:**

- High school diploma or GED required; CDA or progress toward CDA strongly preferred.

- Experience working with infants in a childcare or early learning setting.

- Knowledge of infant development, responsive caregiving, and safe sleep practices

- Knowledge of Head Start Performance Standards, NAEYC standards, and Keystone STARS quality indicators.
- Knowledge of child development principles and developmentally appropriate practice.
- Ability to meet all state background checks, health assessments, and training requirements (including Mandated Reporter, Pediatric First Aid/CPR, and annual professional development hours).
- Strong communication, teamwork, and organizational skills.
- **Certifications:** Current Pediatric First Aid and CPR certifications.
- **Skills:** Flexibility, strong communication and interpersonal skills, and ability to work collaboratively.

Physical Requirements:

- Ability to lift up to 40 lbs. and engage in floor play, carrying, and physical caregiving tasks
- Frequent bending, sitting on the floor, and active engagement with children.
- Ability to respond quickly and safely to children's needs.

Preferred Qualifications:

- Experience working in a Keystone STARS 3 or 4 center.
- Familiarity with Pennsylvania's Early Learning Standards and Keystone STARS Performance Standards.

Compensation:

- Competitive hourly wage based on experience and education.

Application Process:
Interested candidates should submit a resume, cover letter, and three professional references to LaShanna Snoe- Director at ECCC@eastminsterchurch.net. Please include "Assistant Preschool Teacher Application" in the subject line.