

**Position:** (Full-Time) Early Head Start Infant Toddler Teacher  
**Location:** Istrouma Early Head Start Center  
**Person Reports To:** Ms. Rhonda Robinson, Center Director  
**Salary Range:** \$10.00 – 12.00 / hour

**Istrouma Early Head Start Center**

4643 Winbourne Avenue  
Baton Rouge, LA 70805



**Commitment:** To provide a successful, safe, and supervised educational setting for children while they are in the Early Head Start environment (classroom, outdoor play area, and field trips)

The YWCA of Greater Baton Rouge is dedicated to eliminating racism; empowering women; and promoting peace, justice, freedom and dignity for all. To accomplish this, we strive toward being a premier service movement and building a community where women are respected leaders in all sectors of society, diversity is embraced and all people belong to one race - the human race. Specifically, the YWCA provides direct service through three programs:

- Early Head Start
- SIHLE
- Racial and Social Justice

Through our dedicated and tireless efforts, the YWCA hopes to change the odds for East Baton Rouge Parish families, supporting opportunities for otherwise vulnerable people to live with dignity and decency.

**Early Head Start Infant-Toddler Teacher**

- Develop individual goals for children, provide on-going assessment on progress and facilitate transition into Head Start or other pre-school settings.
- The Infant Toddler Teacher will promote social, emotional, physical, and cognitive development of Early Head Start children.
- Encourage parent involvement in all aspects of the program.
- This position **MUST** meet requirements per Federal Head Start Program Performance Standards and any local state and/or agency policies and procedures.



**Minimum Education and Experience to qualify is the completion Child Development Associate Credential (CDA).**

**In addition, the YWCA is looking for a candidate who:**

- Completes projects in a timely fashion and appreciates feedback.
- Communicates effectively, both verbally and in writing, with other staff, volunteers, EHS parents/family, and community representatives.
- Maintains confidentiality and composure, having excellent listening skills.
- Demonstrates the ability to work well under pressure, in situations that require teamwork, and with people of diverse backgrounds.
- Builds relationship, both internally and externally, to improve the YWCA's efficiency and effectiveness in carrying out its mission.

**Position Specific Essential Functions** will be outlined and documented during individual and collective training for this position.

- Establish and maintain a safe and healthy environment
- Curriculum and Assessment
- Parent, Family, and Community Engagement
- Utilize Information Systems to support child (school readiness), family and agency outcomes
- Additional Job Responsibilities

**To apply for the position**, please send a **Résumé** and **Pre-Employment Survey** to Justin Michael Zyla, Director of Operations at [ywca.br.employment@gmail.com](mailto:ywca.br.employment@gmail.com), as well as any information about current availability and scheduling needs. We don't need a cover letter, and references will be requested for individuals after completing the first interview.

**Additional Information** that you should know:

❖ **Expectations include:**

- Adhering to the YWCA Code of Conduct and the Early Head Start Code of Conduct.
- Attending all training opportunities as provided in order to stay informed of the latest operational techniques & regulations.
- Attending all appropriate staff meetings.
- Maintaining professionalism through actions and behaviors (i.e. displaying a friendly, positive attitude towards duties, parents, staff members and others; displaying a positive mood that reflects enjoyment in the performance of job responsibilities and interactions; communicating appropriately using productive comments, pleasant expressions and welcoming gestures).
- Complying with YWCA policy regarding required reporting of child abuse, elder abuse, suicide and homicide.
- Projecting a positive image of the YWCA and its programs to the community.

❖ **Physical Requirements:** Able to lift a minimum of 50 pounds; stand up for 95% of the day; stoop and bend; able to climb steps and get in and out of a van or similar vehicle.

❖ **Equal Employment Opportunity:** It is the policy of the YWCA to implement equal employment opportunity for all employees and applicants for employment without regard to race, color, sex/gender, age, creed/religion, ethnic and/or religious background/ancestry, national origin, citizenship, political belief, physical or mental disability, medical condition, gender identity, sexual orientation, Vietnam-era veteran status or disabled veteran status, marital or family status, height and/or weight or any legally protected classification. Every effort shall be made to recruit candidates of color and women for every position opening. Positive action shall be taken to ensure the fulfillment of this policy. This commitment includes:

- Hiring, examination, appointment, placement, training, upgrading, promotion, retention or transfer.
- Recruitment, advertising or solicitation for employment.
- Treatment during employment.
- Rates of pay or other forms of compensation.
- Selection for training or educational programs.
- All benefits programs.
- Demotion, lay-off or termination.

❖ **Employment at Will:** The YWCA is an “at will” employer. The YWCA or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice.



***The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The YWCA Personnel Policies & Procedures Manual is available to employees upon hiring, and flexibility is requested in evolving workplace responsibilities.***