



366 E Brundage Street
Sheridan, WY 82801
307-673-0403 Phone
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JOB DESCRIPTION

Infant Caregiver Supervisor

Objectives of the position: The Caregiver Supervisor is responsible for providing a safe and developmentally appropriate infant care program in accordance with First Light's mission, values, policies and procedures. They are responsible for the supervision of the Caregivers and infant program. The Caregiver Supervisor will plan and implement a program to care for young children. The Care Supervisor will hold an Infant/Toddler Director Credential recognized by the Department of Family Services and shall be responsible for the infant program overseeing all caregivers, actively involved and a resource for infant/toddler caregivers. Required education hours and training will be maintained. The care supervisor will work cohesively with the other departments of the center.

Reports to: Assistant Director

Supervises: Caregivers

Qualifications: Associates or Bachelor level professional in early education or related field; must meet the infant credentials as outlined by the Department of Family Services and possess the skills and experience necessary to oversee the infant care program; will be respectful of children and parents, and ensure that equipment and facilities are clean, safe and well maintained; willing to uphold the vision, mission, and values statements and policies and procedures of the center.

JOB DUTIES:

1. Keep parents informed of program expectations, program activities and their child's progress
2. Develop and maintain current, accurate and confidential children files
3. Develop daily activity plans
4. Plan and implement activities to meet the physical, emotional, intellectual, spiritual, and social needs of the children in the program
5. Provide cuddling and talk to facilitate relationship building
6. Provide adequate equipment and activities
7. Ensure equipment and the facility are clean, well maintained and safe at all times
8. Develop weekly schedule of activities
9. Develop culturally appropriate programs and activities
10. Develop activities that introduce math and literacy concepts
11. Be familiar with emergency procedures
12. Provide various experiences and activities for children including songs, games and story telling
13. Provide opportunities for sleep and rest time
14. Provide opportunities to build children's self worth
15. Establish routines and provide positive guidance
16. Provide a safe and secure environment for children to feel comfortable
17. Develop positive redirection/discipline techniques when required

18. Clearly and effectively communicate in a manner that children understand
19. Perform other related duties as requested
20. Report all concerns or critical incidents immediately to supervisor

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

1. The Caregiver Supervisor must have proficient knowledge in child development theories and practices
2. The Caregiver must demonstrate the following:
 - a. team building skills
 - b. analytical and problem solving skills
 - c. decision making skills
 - d. effective verbal and listening communications skills
 - e. stress management skills
 - f. time management skills
 - g. leadership skills
3. The Caregiver must maintain strict confidentiality in performing the duties and be/have:
 - a. respectful
 - b. culturally aware and sensitive
 - c. flexible
 - d. sound work ethics
 - e. consistent and fair
 - f. compassionate and understanding
 - g. able to build esteem while ensuring a safe and secure environment

Caring for children can be physically demanding. The Caregiver Supervisor may be lifting and carrying children and equipment, and may spend time sitting on the floor or child sized furniture. The Caregiver Supervisor will be expected to clean and maintain equipment and facility, and may move throughout the community with children. The Caregiver Supervisor may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name Date

Employee Signature Date

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