

Early Impressions Preschool & Child Care

Position Description – Lead Teacher – Infant/Toddler



Job Title	Lead Teacher – Infants and Toddlers	Position Type	Full Time
Wage/Salary	\$15.00-\$18.00 (based on education and experience)	Direct Supervisor	Program Administrator

Job Summary

The Lead Infant Teacher is responsible for creating and maintaining a nurturing, safe, and developmentally appropriate classroom environment for infants and toddlers ages 8 weeks to 1 year, 6 months. This role involves planning and implementing intentional, responsive care routines and learning experiences that align with the **Michigan Early Childhood Standards of Quality for Infant and Toddler Programs**. The Lead Infant Teacher ensures the physical, emotional, social, and cognitive development of each child is supported through strong relationships, play-based experiences, and family engagement..

Responsibilities

Environment & Curriculum

- Create a safe, clean, and engaging learning environment designed for exploration, discovery, and sensory-rich experiences.
- Implement individualized routines and care practices that promote secure attachments and emotional regulation.
- Plan and facilitate developmentally appropriate activities that promote growth in all domains: physical, cognitive, language, and social-emotional.
- Use the standards and child observation to design responsive learning opportunities and adapt the environment to meet individual needs.
- Promote play as a central component of learning, ensuring materials are accessible and culturally relevant.

Child Development & Observation

- Observe and document children's development using authentic assessment tools aligned with state standards.
- Identify developmental milestones, delays, or concerns and partner with families and specialists as needed.
- Maintain up-to-date portfolios and records on each child.

Family Engagement

- Build strong, respectful relationships with families through daily communication, family conferences, and collaborative goal setting.
- Support families as their child's first teacher by sharing developmental information and strategies for learning at home.
- Respect and incorporate family cultures, languages, and values into the classroom community.

Health & Safety

- Follow all licensing regulations and health/safety policies including safe sleep practices, diapering procedures, and feeding protocols.
- Ensure a consistent routine that supports predictability and a sense of security for infants.
- Maintain supervision and safety of infants at all times, including during outdoor play, rest time, and transitions.

Leadership & Collaboration

- Model high-quality caregiving and mentoring for assistant teachers or classroom aides.
- Participate in professional development and reflective supervision aligned with Michigan's expectations for continuous improvement.
- Collaborate with team members to implement the program's mission and maintain licensing and quality standards

Job Requirements

- Associate's or Bachelor's degree in Early Childhood Education or Child Development preferred (infant/toddler coursework required), preferred.
- Infant/Toddler CDA accepted with relevant experience.
- Minimum of 2 years' experience working with infants in a licensed childcare or early learning environment.
- CPR/First Aid certification or willingness to obtain upon hire.
- Ability to lift up to 40 lbs, bend, sit on the floor, and engage in active play with infants.
- Ability to communicate clearly and effectively with children, parents, and team members.
- Strong interpersonal skills and a compassionate attitude toward children.
- Ability to work as part of a team and take initiative..

Benefits

- Simple 401(k) Retirement Plan
- Holiday Pay – eligible after 90 probationary period
- Free Child Care for Children 2 years and 6 months and older
- Paid Time Off (PTO)