

## **Early Childhood Development Specialist**

FLSA Classification: non-exempt, hourly, \$25-\$35/hour

**Adda Clevenger School** is an independent TK-8 school offering an accelerated academic curriculum plus a fully integrated performing arts program for San Francisco Bay Area school children. Teachers with infant and toddler aged children (3 months to 3 years) may bring their children to school and care for them during the day in a teacher co-operative. The Early Childhood Development Specialist takes the lead in planning and coordinating the care of teachers' infant and toddler aged children.

The Early Childhood Development Specialist cares for 3-4 infants and toddlers throughout the day, in cooperation with the individual parents. The regular school day is from 8:00am - 5:00pm, and infants and toddlers will generally be in school for the entire day. There are 180 instructional days, with several 1-to-3 week breaks throughout the year.

### **Essential Functions:**

- Change infants as needed
- Read to, play with and nurture infants and toddlers
- Track diet, bowel movements, and general mood of infants and relay to parents
- Plan, supervise, and implement a structured learning environment that allows toddlers to explore their interests
- Maintain a safe, sanitary, and clean environment for the children
- Prepare and organize mealtimes and snacks for the children
- Create routines to make sure that children have a balanced amount of physical activity, rest, and playtime

### **Qualifications:**

- **Familiarity with childhood development**
- **Physical fitness** – must be able to sit, stand, bend, and physically lift children weighing up to 40 pounds
- **Creativity** – involve children in creative activities such as art, dance, and music to stimulate their development
- **Interpersonal skills** – communicate with children and their parents on a constant basis
- High school diploma; Bachelor's degree preferred
- Experience caring for infants and/or toddlers in a supervised environment
- Early childhood education credits will strengthen the candidate's application

Interested candidates should send a cover letter and resume to [employment@addaclevenger.org](mailto:employment@addaclevenger.org)