



SHORTER COLLEGE JOB POSTING

Company: Shorter College-Alexander Turner Child Development Center

Job Title: Infant/ Toddler Teacher

Department: Academic Affairs

Status: Non-Exempt

Start Date: Upon completion of Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with education and experience

Work Schedule: Monday – Friday-7:30 am-4:30 pm

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Infant/Toddler Teacher is responsible for creating a safe, nurturing, and developmentally appropriate environment for children ages 6 months to 30 months. The ideal candidate demonstrates a strong commitment to early childhood education, supports the emotional, physical, social, and cognitive development of each child, and adheres to all childcare licensing regulations and Shorter College policies and procedures.

KEY RESPONSIBILITIES:

- Provide a warm, caring, and stimulating environment that supports the developmental needs of infants and toddlers.
- Plan and implement age-appropriate activities and routines that foster growth in all developmental domains.
- Ensure constant supervision of children and maintain a safe, clean, and organized classroom.
- Establish positive and respectful communication with families, providing regular updates on children's progress.
- Follow individual feeding, sleeping, and diapering plans for each child in accordance with licensing and program standards.
- Observe, document, and assess children's development; assist in creating developmental portfolios.
- Collaborate with team members to maintain a consistent and supportive environment.
- Maintain confidentiality, professionalism, and adhere to ethical standards at all times.
- Comply with state childcare licensing regulations, health and safety guidelines, and all Shorter College policies and procedures.
- Attend required staff meetings, training sessions, and professional development opportunities.

EDUCATION AND EXPERIENCE: High school diploma or GED required. Associate's degree or Child Development Associate (CDA) credential preferred. At least **6 months to 1 year** of experience working with infants or toddlers in a licensed childcare setting.

LANGUAGE SKILLS: Knowledge of child development principles and best practices in early childhood education. Strong communication, teamwork, and organizational skills.

REASONING ABILITY: Demonstrate patience, compassion, and flexibility in the classroom environment. Foster an inclusive environment that respects each child's cultural background and individuality. Support the mission and values of Shorter College and contribute to the overall success of the childcare program.

CERTIFICATES, LICENSES, REGISTRATIONS: Certification in infant/child CPR and First Aid (or willingness to obtain within 30 days of hire).

PHYSICAL DEMANDS: Able to lift up to 20 lbs.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. Flexible/Adaptable to constant change.

REQUIRED TESTING: Alcohol and Drug Test; Must meet all background check, health, and safety requirements as required by state licensing.

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 N. Locust Street, North Little Rock AR, 72214