



INIC
PRESCHOOL

Infant Lead Teacher

Job Description: Infant Lead Teachers are responsible for providing and maintaining a loving, nurturing, safe, and educational environment for the babies in their care. They report to the Director and Assistant Director with any questions or issues.

Major Responsibilities:

1. Manage the classroom and ensure that there is a ratio of 4 babies to 1 teacher.
2. Create a classroom environment conducive to learning and appropriate to the physical development of the babies.
3. Plan activities appropriate to the ages, needs, and skill levels of the babies.
4. Engage the babies in physical exercises and tummy time in order to develop their muscles.
5. Engage the babies in sensory play; this means getting down on the floor to interact with them.
6. Plan activities for the babies that encourage curiosity and exploration appropriate to their age and development.
7. Console babies when they are upset by holding them, singing to them, and making sure their needs are met.
8. Prepare milk or other soft foods provided by the parents for the babies.
9. Attend to the personal hygiene of each baby, ensuring their diapers are changed frequently and their clothes and sheets are changed if they are soiled.
10. Use Brightwheel to ensure that all babies that are in your care have been checked in by their family.



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11. Use Brightwheel to record the schedule of the babies and communicate with parents about bringing diapers, wipes, Frida, etc.
12. Maintain accurate and appropriate records for the babies assigned to your room.
13. Maintain a safe environment based on the safety standards set by the Center and State guidelines.
14. Make sure the babies are well dressed and are properly secured in the stroller for walks outside.
15. Maintain a clean classroom to the best of your ability throughout the day, making sure the tables and the floor are clean.
16. Clean the classroom thoroughly at the end of the day.
17. Work cooperatively and effectively with your classroom assistant and as a team member; communicating necessary information on a continuous basis.
18. Establish a positive, friendly, and open relationship with each baby's family and encourage their participation in the program.