

**Job Title: Infant Caretaker**

Reports to: Director of Early Childhood

Full-time (8:30 a.m. - 12:30 p.m., 2:30 p.m. - 4:30 p.m. Monday - Friday) | February 2022 through May 2022 |

Non-Exempt Hourly Employee

*St. George's Episcopal School is a coeducational, independent school serving approximately 385 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.*

**Position Summary**

St. George's Episcopal School is searching for an enthusiastic and creative Infant Caretaker to work with infants. St. George's is seeking candidates who demonstrate a growth mindset, embody leadership skills and possess strong verbal and written communication skills. Candidates who are organized, patient, flexible, warm, energetic and engaging are likely to be successful team members at St. George's.

**Essential Duties and Responsibilities**

- Prepares meals and organizes mealtimes and snacks for children.
- Helps children keep good hygiene; changes diapers.
- Organizes activities or implements a curriculum that allows children to learn about the world and explore interests.
- Facilitates free play.
- Develops schedules and routines to ensure that the needs of the children are being met.
- Ensures that children have enough physical activity, rest and playtime.
- Assists the Lead Infant Caregiver with sleeping and napping time.
- Listens to children, reflects and documents children's processes and their work; keeps records of children's progress, routines and interests.
- Documents and communicates daily the sleeping, eating and activities of each child to the parents
- Communicates effectively with parents and establishes a team approach with the child's family.
- Displays a warm and nurturing character that supports the applicant's ability to connect with young children and their families.

- Shows dedication to social, emotional and character development of each child; watches for signs of emotional or developmental problems in children and brings the problems to the attention of parents.
- Understands the environment the applicant creates is an important teaching tool.
- Sets learning goals that are integrated within a child-centered curriculum for each child, develops appropriate challenging curriculum to meet the needs of the students and provides a variety of ongoing assessments.
- Follows all daycare licensing policies, Department of Health procedures and fire regulations.

### **Qualifications**

- Bachelor's degree is preferred but not required
- Early Childhood ancillary certificate required
- One year of experience in teaching or care in a licensed early learning facility
- Experience working with preschool-aged children
- Proficient in Google Docs and iPad as a communication tool; knowledge of Brightwheel preferred
- Understanding of the social and emotional needs of preschool-aged students
- Experience working in a teaching team
- Positive attitude and eagerness to work collaboratively with colleagues in developing and planning for instruction
- Excellent knowledge of child development, the latest education theories and practices and current trends in education
- Strong written and verbal communication skills
- Dependability and punctuality
- Able to sit on the floor for extended periods of time
- Able to lift 30lbs.

### **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Interested candidates should send a cover letter detailing their educational philosophy and resumé to Early Childhood Director Hayley Harang, [hayley.harang@stgnola.org](mailto:hayley.harang@stgnola.org)**