



# Attachment A

## EMPLOYEE/VOLUNTEER TUBERCULOSIS SCREENING CONSENT FORM

Center/Centro: \_\_\_\_\_

EE# \_\_\_\_\_

I verify that to the best of my knowledge, I have never had a positive tuberculin skin test, or have taken any medication for tuberculosis. Infection Control, Communicable Disease: Each licensee, employee, volunteer and other persons having regular contact with persons in care shall have a tuberculin skin test, by the Mantoux Method, upon employment and must be read within 48 to 72 hours of test.

Pregnant?  Yes  No      If yes, do you give permission to Inspire to place TB skin test?  Yes  No\*

\*If No, then verification must be provided that TB has been administered by primary physician prior to employment.

*Verifico, a lo mejor de mi conocimiento, que nunca he tenido un examen positivo de la piel de la tuberculina, o haber tomado medicamentos para la tuberculosis. Control de Infecciones, Enfermedades Contagiosas: Cada persona con licencia, empleado, voluntario, y otras personas quienes tengan contacto regular con personas quienes cuiden niños, al momento del empleo deberán tener el examen de la piel de tuberculina, por medio del Método Mantoux.*

Embarazada?  Sí  No

\_\_\_\_\_  
Nurse's Signature/Firma de la Enfermera

\_\_\_\_\_  
Employee's Signature/Firma de Empleado

\_\_\_\_\_  
Date/Fecha

\_\_\_\_\_  
Print Employee Name

I give my permission for the above test/Doy mi permiso el examen arriba mencionado.

\_\_\_\_\_  
Parent Signature/Firma de Padre

\_\_\_\_\_  
Date/Fecha

Antigens(s) Used		
Lot Number(s)	(One Step)	(Two Step)
Date(s) of Test	(One Step)	(Two Step)
Date(s) Read	(One Step)	(Two Step)
Results (In MM)	(One Step)	(Two Step)
Given By:		Read By:
Specify: <input type="checkbox"/> Left Arm <input type="checkbox"/> Right Arm		



## EMPLOYEE HEALTH CLEARANCE

All employees, including regular volunteers, must demonstrate that they have had an initial health examination and a periodic re-examination (every two years) in order to assure that they do not pose a significant risk, because of communicable diseases, to the health and safety of others in the Inspire Development Center programs (MSHS, ECEAP, RHS & EHS).

**This health appraisal is to be completed by a health care provider within forty-five (45) days of employment.**

### EMPLOYEE/VOLUNTEER INFORMATION:

Name: \_\_\_\_\_ Employee No.: \_\_\_\_\_  
DOB: \_\_\_\_\_ Location/Center: \_\_\_\_\_

### TO BE COMPLETED BY A HEALTH CARE PROVIDER

*Please review the attached job description for this employee in order to accurately assess that the individual can meet the environmental and physical demands of the position.*

Does this person have any communicable diseases that would prevent him/her from working in a child care setting and giving direct services to children ages 0-6 years?

\_\_\_\_\_ Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_ No \_\_\_\_\_

Does this person have any other limiting condition that would prevent him/her from working in a child care setting ages 0-6 years?

\_\_\_\_\_ Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_ No \_\_\_\_\_

Based on your evaluation, employee/applicant can:

1. Perform the job, essential and marginal functions, in a method without direct threat to the health or safety of self or others? **Yes or No**
2. Perform essential functions of the job with or without reasonable accommodations? **Yes or No**  
Please explain if accommodations are needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***If reasonable accommodation is needed, please contact Human Resources.***

### ATTENDING PHYSICIAN INFORMATION:

Print Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Clinic/Hospital Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date



# Attachment C

Employee Health Services  
Order Form

<b>Clinic:</b>	<b>Enter clinic name</b>
	<b>Enter clinic physical address</b>
<b>Requesting Company:</b>	<b>INSPIRE DEVELOPMENT CENTERS</b>
	105 B South 6th Street Sunnyside, WA 98944
<b>Phone:</b>	(509) 839-8585 Opt: 2
<b>FAX:</b>	(509) 837-2756
<b>Ordered by:</b>	Elizabeth Hibbitt, HR Manager
<b>Email:</b>	Elizabeth.Hibbitt@Inspire-Centers.org
<b>Employee Name / No.:</b>	
<b>Date Requested:</b>	
<b>Service Requested</b>	<input type="checkbox"/> Employee Health Clearance Screening <input type="checkbox"/> Tuberculosis (TB) test <input type="checkbox"/> Non-DOT Drug Test Rapid <input type="checkbox"/> DOT Drug Test Urine <input type="checkbox"/> DOT Breath Alcohol Test <input type="checkbox"/> Individual Medical Exam (IME)
<b>Reason:</b>	<input type="checkbox"/> Reasonable Cause <input type="checkbox"/> Post-Accident <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Other: _____
<p><b>Please send all results to Inspire Development Centers, Human Resources Department</b>  <b>Attn: Elizabeth Hibbitt, via secure fax: 509-837-2756.</b></p> <p>If you have any questions, please do not hesitate to contact us.</p>	



## JOB DESCRIPTION

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<b>Title:</b>	<b>Infant Toddler Teacher</b>	<b>Department:</b>	<b>CDC</b>
<b>FLSA:</b>	<b>Non - Exempt</b>	<b>Date Revised:</b>	<b>September 1, 2013</b>
<b>Job Code:</b>	<b>371</b>	<b>Pay Grade:</b>	<b>EEO 2</b>

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### **Position Purpose**

Position is responsible to prepare and execute daily activities and lesson plans for children. Incorporate a child's home/language/culture functionally in activities of the center. Provides opportunities and encouragement throughout the program for children to acquire and enlarge their vocabulary and provide a good language model by speaking clearly and distinctly on a level that children understand and respect.

### **Distinguishing Characteristics**

Inspire Development Centers provides Early Childhood Education (ECE) and social services to more than 4000 children, in center based and home based setting, at more than 25 Child Development Centers (CDC) throughout the State of Washington. Inspire provides services under various federal and state funded programs with differing regulations and stipulations, which must be coordinated and adhered to, including, but not limited to: Regional Head Start (RHS), Migrant Seasonal Head Start (MSHS), Early Childhood Education and Assistance Program (ECEAP) and Early Head Start (EHS). The agency is required to meet an annual quota of non-federal share (in-kind) funds. A large majority of children's first language is Spanish.

### **Supervisory and Other Relationships**

The Infant Toddler Teacher reports to the Center Manager, and works closely with the Center Staff, School Readiness Liaison, Early Learning Mentor Coaches, ECE Specialists, Leads, Parents and Children.

### **Examples of Essential Duties and Accountabilities**

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

1. Provides a safe and healthy learning environment for children. Follows all state and federal regulations regarding instruction practices, fire, health, and safety standards; to include hand washing, laundry, and housekeeping practices.
2. Carries out assigned staff responsibilities regarding lesson plans, evaluations, and records. Formulates lesson plans for classroom activities and Home Learning Tasks. Responsible for the daily completion of USDA Meal count. Self-monitor classroom documentation to ensure systems and procedures are being followed as per written guidance and timelines.

3. Enhances physical and intellectual competence in children by promoting physical, cognitive, language, and creative skills, including children who require special services. Attend Teacher Meetings as scheduled to facilitate mentoring classroom staff in ECE.
4. Reinforces positive communication, respect, and interaction between children and adults.
5. Communicates with and actively involves parents in all aspects of center activities, through Home Visits, Parent Teacher Conferences, Open House, Make-n-Take, and Brainstorming sessions.
6. Follows established program curriculums, procedures, documentation, and service plans. In coordination with Lead ECE Specialist or School Readiness Liaison, monitors and provides technical assistance to teaching staff. Perform administrative duties as assigned. Collaborate with Teachers to bring consistency and best practices to the classroom.
7. Models appropriate instructional techniques for Teachers & Volunteers. Provides assistance in completing all appropriate documentation: i.e. Daily Assessment form, Feeding Guide and Health checks.
8. Actively participates with age appropriate interactions and classroom activities such as free play, mealtime, floor time and class room activities. May include bathing, diaper changing, formula preparation (for infants). Follows center procedures to receive and discharge the children.
9. Shows interest in furthering professional growth by attending staff meetings, workshops, seminars, and additional training on Child Development and willing to mentor CDA candidates.
10. Administer educational screenings, identify, and refer children with potential high risk of health, disability or behavioral concerns.
11. Maintains confidentiality of program and client related information at all times.
12. Perform all other duties as assigned.

## Minimum Qualifications

Incumbents are required to demonstrate knowledge and abilities in these areas:

- Current Infant Toddler Child Development Associate Certificate (CDA) or an equivalent certificate; or a degree in a related field with training or coursework in infant and toddler content and 120 hours of formal early childhood education training covering the growth and development of children ages birth to 3 years within the last 5 years with at least 480 hours of professional experience in a group setting with children ages birth to 3 years;
- Extensive knowledge and understanding of child development theories and practices;
- Experience working in a federally funded and regulated environment;
- Experience in policy and procedure processes;
- Experience in planning and facilitating groups;
- Excellent communication and interpersonal skills;
- Excellent problem-solving and decision-making skills;
- Experience in the classroom risk management;
- Understanding of the interrelationships between services and systems;
- Ability to learn new tasks quickly and efficiently;
- Ability to handle multiple tasks simultaneously and meet deadlines;
- Ability to gather and analyze data for reports;
- Strong customer service focus;
- Ability to work with culturally diverse population;
- Knowledge of personal computer, including Microsoft Office; and
- Accurate data, documentation and recordkeeping skills.

These skills and abilities are typically acquired through a combination of education, training and experience which would include at least **six (6) months experience in a child care setting**. The

combination of education and experience will provide the competence and skills to perform the work of the position.

## **Preferred Qualifications**

- Previous Head Start experience.
- English/Spanish bi-lingual fluency.
- AA or AAS degree in Early Childhood Education (ECE) with thirty (30) or more related ECE college credits.

## **Position Requirements**

Incumbents are required to have the following:

- Must be at least 18 years of age;
- Valid Washington State driver's license;
- Proof of automobile insurance;
- Ability to travel to perform job duties and responsibilities;
- Must pass initial and periodic criminal and background check;
- Must pass initial and periodic Department of Early Learning (DEL) background check;
- Must pass initial and periodic employee health clearance; (present it within forty-five (45) days of employment);
- Current Food Handler card; (obtain the training within thirty (30) days of employment);
- Current First Aid / CPR cards, (obtain the training within thirty (30) days of employment);
- Subject to initial and periodic TB screen;
- Human Immunodeficiency Virus (HIV / AIDS) training, (obtain the training within thirty (30) days of employment);
- Blood Borne Pathogen training, (obtain the training within thirty (30) days of employment);
- Subject to random drug screen;
- Obtain required initial STARS/MERIT training within six (6) months of employment of position;
- Obtain Fifteen (15) hours continuing in-service training annually;
- Obtain Ten (10) hours continuing STARS/MERIT training annually;
- Must sign a Confidentiality Agreement; and
- Must complete and sign a Conflict of Interest Disclosure Statement on an annual basis.

## **Work Environment & Physical Demands**

Work is performed at the Childhood Development Center. Time is spent with and around children providing a safe and healthy learning environment.

The demands and abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to sit, stand, walk, balance, stoop, catch, move to music, and run, occurrence is frequent;
- Ability to communicate in person, or via telephone or video conference, occurrence is occasional;
- Ability to lift and/ or move up to forty (40) pounds, occurrence is occasional;
- Ability to restrain child occurrence is occasional;
- Ability to push/pull, kneel, bend taste or smell;
- Ability to travel, locally and statewide, occurrence is occasional;
- Ability to write and keyboard, occurrence is occasional;
- Ability to read, occurrence is frequent;

- Ability to use hands to finger, handle, feel or move objects, tools or controls, reach with hands and arms, write occurrence is frequent;
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus, occurrence is frequent;
- Exposed to seasonal weather elements, i.e., hot, dry, cold, rain, wind occurrence if frequent;
- Handles cleaning/sterilizing agents occurrence is frequently;
- Ability to adjust to noise level that is usually quiet to moderate; and
- Incumbent frequently exposed to moderate temperature generally encountered in a controlled environment.

## STANDARDS OF CONDUCT

**As evidenced by my signature below, I understand my obligation to abide by these Standards of Conduct while employed by Inspire Development Centers:**

**1304.52(h) (1) on appropriate professional behavior among staff:** Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability. Support social and emotional development by providing an environment that is responsive to each child and that is predictable and consistent to build trust and confidence. Use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. In addition, will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

**1304.22(b) (3) Confidentiality of child health conditions:** Share information only as necessary with appropriate staff regarding accommodations needed in accordance with the program's confidentiality policy.

**1304.22(a) (5) Confidentiality relating to suspected child abuse and neglect:** Follow established methods for handling cases of suspected or known child abuse and neglect that are in compliance with applicable federal or state laws.

**1304.24(a) (1) (iii) providing an environment that supports each child:** Discussing and identifying with parents appropriate responses to their child's behavior.

**1304.52(h) (1) (iii) on the supervision of children:** No child will be left alone or unsupervised while under the care of Inspire.

**1304.51(g) on effective record keeping ensuring confidentiality:** Establish and maintain an effective record keeping system to provide accurate and timely information regarding children, families and staff and ensuring appropriate confidentiality of information.

**1304.52(g) (5) on the supervision of play areas:** Supervise the outdoor and indoor play areas in such a way that a child's safety can be easily monitored and ensured.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can/will perform all duties, with or without reasonable accommodation(s), as outlined above.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EE#