

**Infant 1 Assistant**  
**St. Ambrose Early Childhood Center**  
4213 Mangum Road  
Houston, TX 77092

**Summary:**

- Provide a positive and loving environment for all the babies.
- Be able to get down on the ground with the babies, along with lots of lifting and bending.
- You will help the lead teacher with diapering, feeding, playing, and putting the babies to sleep.
- Informing the lead teacher of any observed developmental changes a baby has made. (Examples: scooting, turning over, crawling, etc.)
- Ensure that children/teacher ratio is always within ECC ratio requirements.
- Ensure that daily communication has been communicated to parents at the end of the day on Brightwheel.
- Know and follow procedures for reporting any observed or reported abuse and/or neglect.
- Actively supervise students, ensuring students can be seen and heard at all times.
- Follow the direction and guidance of the assigned Lead Teacher.
- Attend all staff meetings, recommended trainings and conferences.
- Make every effort to attend church and school functions such as church bazaar, school gala, etc.

**Education/Experience:**

- Be committed to the philosophy and mission of the Catholic school
- Be at least 18 years of age
- Have a minimum of a high school diploma (or equivalent)
- Have a minimum of one (1) year of experience in an early childhood education setting prior to being appointed to position (unless other qualifying similar experience is substituted. This exception may be allowed at the discretion of the director and pastor).
- Have some knowledge of the development stages of infants
- Have a criminal background check and SAFE HAVEN training (online);
  
- If the teacher has attended VIRTUS previously, but it has been five (5) or more years since the initial or most recent training, the teacher must complete the online session for SAFE HAVEN.
  
- Will obtain at least 24 hours of professional development (CEU) each calendar year

Please send your resume and contact information to:

Camille Arnold  
Director  
[carnold@stambrosehouston.org](mailto:carnold@stambrosehouston.org)  
Or you can call me at:  
713-688-3404