

TODDLER TEACHER

PRIMARY FUNCTION:

The Toddler Teacher is responsible for providing a safe and developmentally appropriate toddler program for children ages 15 – 36 months.

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

- Responsible for the care and education of children, insuring their safety and well-being at all times.
- Work enthusiastically with children helping to instill positive values.
- Responsible for planning, preparing and implementing developmentally appropriate curriculum and activities in accordance with NAEYC criteria and Massachusetts state guidelines.
- Administer and accurately document initial and ongoing development using screening and assessment tools at established intervals.
- Maintain accurate records including curriculum plans, attendance, emergency forms, accident and incident forms, child observations and assessments.
- Responsible for securing health, hygiene and safety, and overall wellbeing of children at all times.
- Prepare the toddler learning environment for children to learn through active exploration and interaction with adult caregivers.
- Spends time directly interacting with children (indoors and outdoors).
- Communicate daily with parents and maintain positive relationships.
- Maintains confidentiality of records and information of staff and families.
- Notifies Director of any issues regarding children or parents.
- Provide training, guidance, leadership, and technical assistance to assigned toddler assistant teachers.
- Attends staff meetings and 20+ hours of training per year both on and off site.
- Participates in the PQ Registry: Quality Rating Improvement System (QRIS).
- Carry out mission, vision and values of BGCD.

SKILLS/KNOWLEDGE REQUIRED:

- Must be EEC Toddler and Preschool Teacher certified.
- Must be familiar with policies and procedures including EEC regulations and NAEYC criteria.
- Must have a degree in Early Childhood Education or a related field.
- Must be CPR and First Aid Certified and able to maintain certification.
- Must be a team player.
- Must be able to take initiative.

HEALTH POLICY:

Evidence of a recent physical (within last 12 months) and immunization history (2 doses of MMR and Neg. TB) must be submitted.

PHYSICAL REQUIREMENTS:

Childcare employees must be able to perform the following essential functions:

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the classroom or on the playground.
- Lift 40 pounds from the floor to a waist-high table when necessary.
- Crouch/kneel/stoop to a child's height, maintain eye contact at the child's level, sit on the floor and stand tall enough to reach children on the highest piece of equipment.
- Be aware of the cognitive, social and physical needs of children.

- Handle the responsibilities and routine stress often associated with providing childcare services.

BACKGROUND REQUIRMENTS:

Applicants must complete and pass a CORI, SORI and Background check.



Colonel Daniel Marr Boys & Girls Clubhouse 35 Deer Street
Paul R. McLaughlin Youth Center 1135 Dorchester Avenue
Walter Denney Youth Center Harbor Point 270 Mount Vernon Street

