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 REQUIREMENTS:
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