

Ascension Episcopal Day School

Toddler Teacher Job Description

OVERVIEW

The Toddler teacher will act as either the lead teacher or will work together with at least one other teacher in a classroom of children aged 14 months to 2.5 years. The child:teacher ratio in the Toddler classroom is 5:1.

ESSENTIAL FUNCTIONS

- Create an environment that is conducive to promoting the academic, social, emotional, and physical growth of the children in her/his care.
- This position requires enthusiasm, classroom leadership, and communication skills along with a warm and nurturing disposition.

CURRICULUM RESPONSIBILITIES

- Come to school prepared to teach, lead, and assist the children with their needs.
- Use circle time, and learning/play centers to promote growth in developmentally appropriate skills.
- Develop social studies themes that teach developmentally appropriate skills relating to manners, communication, sharing, and playing with others.
- Develop monthly themes that support social-emotional learning, as well as the learning of basic shapes, colors, counting, and ABCs.

HEALTH AND SAFETY

- Ensure the safety and emotional well-being of the children in your care.
- Keep your classroom orderly and perform basic cleaning tasks to ensure the health and safety of the children within your care (ex. wipe down tables, clean toys, sweep after meals).
- Ensure all health and safety requirements are being met within your classroom: blind cords wrapped up and out of reach, outlet covers in place, cleaning supplies in a container out of reach of children.
- Remain up to date with Health and Safety Training and CPR training as outlined in the Staff Handbook.

COMMUNICATION WITH PARENTS

- Communicate with parents about their child's progress in a warm and inviting manner.
- Use the Brightwheel Platform to send all communication with parents

- Create a monthly newsletter for parents to communicate curriculum goals and monthly themes for the week.

OTHER RESPONSIBILITIES

- Attend monthly faculty meetings.
- Assist in ensuring the playground and other areas outside of your classroom are left tidy
- Assist with and attend special events in which your students participate
 1. Mother's Day Art Show
 2. Triathlon Fundraiser
- Maintain a positive relationship with the Church of Ascension and help children grow in their love of God by leading them in the AEDS prayer each day and sharing books, songs, and other resources that promote a love of Christ.

QUALIFICATIONS

- Experience with young children.
- CPR Certification
- Completion of the Health and Safety Training
- Completion of the Safeguarding God's Children as outlined by the Episcopal Diocese
- A completed background check completed by the State of Alabama
- A role model who demonstrates respect, self-discipline, and a love of learning
- Effective verbal and written communication skills
- A warm and nurturing disposition towards children
- A warm and respectful disposition towards adult peers and supervisors

OTHER SPECIFICATIONS

- Reports to: AEDS director
- Position: Part-Time
- Work Schedule: Typical schedule is 8:30-1:00 during days worked as determined on contract
- Compensation: 9-month salary divided among 9 or 12 months with paid time off days equaling 2X the number of days worked per week