

Infant/Toddler Teacher:

Required Education and Qualifications:

- Associate degree in Early Childhood or Child Development related field
- One year of experience related to caring for infants and toddlers

Responsibilities Include:

- Assess child development, providing necessary steps to improve areas of weaknesses
- Write weekly lesson plans for classroom and provide to the Program Director and post for parents
- Provide and implement daily curriculum to cultivate all areas of child development. Create a calm, loving, nurturing and learning environment
- Develop skills in math, science, literacy, music, large/small motor movement, creative expression
- Maintain classroom health and safety practices
- Provide parents with child's developmental progress – address concerns/praises to parent
- Maintain professional interaction with parents, students, and staff
- Write monthly newsletter article
- Attend staff meetings
- First aid/CPR training and attend 30 hours of training every 2 years (must have 15 hours of training within 6 months of new employment).

Teaching Assistant:

Required Education and Qualifications:

- High School diploma or its equivalent
- One year of experience working with children less than 13 years of age

Responsibilities Include:

- Support lead teacher in all areas, implementing daily curriculum as directed
- Follow instructions assigned by teacher or Program Director
- Take lead teacher role when assigned
- Offer creative ideas to enhance program
- Alert lead teacher of parent/child concerns
- Help cultivate all areas of child development
- Help create a calm, loving, nurturing and learning environment
- Support implementation of character building
- Practice health and safety
- Professional interaction with parents, students, and staff
- Staff meetings
- In-service training
- First aid/CPR training and attend 30 hours of training every 2 years (must have 15 hours of training within 6 months of new employment).