



BOYS & GIRLS CLUBS
OF MASON VALLEY

POSITION DESCRIPTION

TITLE: Toddler Teacher

PERFORMANCE

PROFILE SOURCE : Management Professional

DEPARTMENT: Management

REPORTS TO: Early Learning Center Director/Director of Operations

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

- The Toddler Teacher will be responsible for supporting & leading the Toddler program. Plan both long- and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy. Responsible for implementing the policies & procedures of the Boys & Girls Clubs of Mason Valley.

KEY ROLES INCLUDED BUT NOT LIMITED TO:

Leadership

- Meet the emotional, social, physical and cognitive needs of each child
- Encourage assistants to contribute to curriculum planning
- Coordinate field trips
- Prepare monthly plan charts
- Complete bi-annual assessment of children's development
- Report progress of children to parents in bi-annual reports and through parent-teacher conferences in conjunction with the ELC Director
- Maintain daily open communication with parents
- Keep accident reports
- Maintain anecdotal records
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings
- Supervise assistants, aides and volunteers in the classroom
- Keep all appropriate records such as records, attendance and time sheets.
- Meet all applicable licensing regulations

- Establishes clearly specified goals and action plans, assigning accountability and follow-up
- Creates an exceptional parent/child experience using operational tools, excellent communication skills and personal leadership
- Responds and follows up on all enrollment inquiries
- Must have or obtain required administration units and be CPR/First Aid (Pediatric) Certified.

ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events within the community, other non-profit agencies, or other BGCMV events including trainings.
- May be required to drive van for trips/activities
- May need to answer phones, greet visitors at the door, and attend to guests as needed.
- Delegate duties appropriately
- Assume other duties as assigned.

SKILLS/ESSENTIAL FUNCTIONS:

- CDA or Early Childhood Education Associates
- A minimum of three years work experience in planning and implementation programs preferred.
- Knowledge of Early Childcare Education.
- Ability to recruit, train, supervise and motivate staff.
- Ability to deal effectively with members including discipline problems.
- Ability to organize and supervise members in a safe environment.
- Complete mandatory trainings including CPR and First Aid Certifications.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

- Fast paced and sometimes loud environments.
- Requires time spent outside for activities with children and includes standing for long periods of time.
- Lifting boxes for food pantry and supplies.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Chief Executive Officer **Date**