Lead Toddler Teacher Job Description

JOB CLASSIFICATION

Teaching Staff: Early Learning Center (ELC)

POSITION SUMMARY

The Lead Toddler Teacher is responsible for providing a safe, nurturing, engaging, and developmentally appropriate classroom environment for toddlers. This position leads classroom activities, supervises support staff, builds strong family partnerships, and supports children's emotional, social, physical, and educational needs while following licensing, accreditation, and program standards.

QUALIFICATIONS

A Lead Toddler Teacher must:

- Have a high school diploma or equivalent.
- Possess one of the following:
- Associate degree in Early Childhood Education or Child Development; or
- Bachelor's degree in Early Childhood Education, Child Development, or a child-related field; or
- Current CDA Certificate and be working toward an Associate degree, with an approved Temporary Waiver from ACSI.
- Keep all required background checks current, including FBI fingerprinting, State Police Criminal Record Check, Child Abuse Clearance, and National Sex Offender Registry (NSOR).
- Maintain current Pediatric First Aid and CPR certification and Mandated Reporter training.
- Complete a tuberculosis test and physical upon hire, provide physician documentation of both, and submit a new completed physical every two years.
- Complete all training required by DHS, ACSI, and Keystone STARS; follow all licensing and accreditation guidelines, including documentation of an approved four-hour Bible study annually.
- Be mentally and physically capable of supervising and caring for a group of children alone in a classroom, maintaining a 1:5 teacher-to-child ratio with one-year-olds and a 1:6 ratio with two-year-olds.
- Possess a strong work ethic, be punctual, and have minimal absences.
- Understand the unique needs of young children and maintain developmentally appropriate expectations.
- Be able to kneel, bend, squat, lift, push, pull, and carry children up to 35 pounds.
- Be available for full-time employment and to work as late as 6:00 p.m.
- Have dependable transportation.

REQUIRED EXPECTATIONS

The Lead Toddler Teacher will:

- Ensure the safety and well-being of each child by responding to their emotional, social, physical, and educational needs.
- Use developmentally appropriate practices and best practice methods at all times.
- Serve as a positive Christian role model for coworkers and children.
- Provide excellent customer service and demonstrate professionalism.
- Follow the NAEYC Code of Ethical Conduct's Statement of Commitment at all times.

RESPONSIBILITIES AND DUTIES

Including, but not limited to:

Classroom Leadership

- Supervise Assistant Teachers in the classroom and ensure they follow program policies and customer service expectations.
- Train Assistant Teachers and Floaters and direct their duties throughout the day.
- Create and maintain a clean, organized, and safe environment for all children.

Instruction and Curriculum

- Plan daily activities with the Assistant Teacher that are developmentally appropriate for young children.
- Engage children in activities and play that stimulate their development.
- Prepare weekly lesson plans according to program policy.

Child Supervision and Care

- Serve as the primary caregiver for up to five one-year-olds or six two-year-olds in the classroom.
- Appropriately supervise children and keep them safe at all times.
- Assist children with activities of daily living, including restroom use, diapering, and handwashing.
- Maintain daily sheets and oversee daily routines related to eating, sleeping, and diaper changing.

Assessment and Family Communication

- Conduct child observations, screenings, and assessments according to all applicable deadlines.
- Facilitate parent-teacher conferences.
- Speak with parents daily about their children.
- Establish a professional rapport with each family to provide quality care and friendly service.
- Prepare monthly parent newsletters according to program policy.
- Complete and submit child documentation as needed, including incident and behavior reports.

Compliance and Professionalism

- Follow all applicable licensing, accreditation, and program requirements.
- Attend and engage in monthly evening staff meetings.
- Attend and engage in occasional family and school events, which may take place on evenings or weekends.
- Maintain a professional self-image and represent the values of the organization at all times.

IMMEDIATE SUPERVISOR

Lead Teachers report directly to the Assistant Director/Director with questions or concerns regarding children or center policy. If their questions or concerns are not resolved to their satisfaction, they may contact the Senior Administrator.

DISCLAIMER

This job description is intended as a general guide and does not list in detail all responsibilities of a Lead Teacher.

Signature	Printed Name	Date
Supervisor	Printed Name	Date