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| POSITION | Infant/Toddler Teacher |
| PROGRAM | Early Education Center |
| REPORTS TO | Infant & Toddler Assistant Director |
| LOCATION | 58 Berkeley Street, Boston, MA 02116 |
| UPDATED | April 2019 |

Ellis Memorial (“Ellis”) is a vibrant, Boston-based nonprofit with a rich history founded in 1885. Ellis provides high quality early education and care for infants, toddlers and preschool children, and out-of-school time programs for youth in grades K through 7. Ellis is among the most socio-economically, racially, and culturally diverse organizations serving children in Boston and is rated in the top 5% of early childhood providers in the Commonwealth. Through a partnership with Boston Public Schools, it also operates one of the highest performing community-based K-1 classrooms in Massachusetts. Ellis operates out of two historic buildings in the South End, in addition to a site in Roxbury. Ellis serves over 300 children annually with programs designed to engage, educate and empower. Learn more about us at www.ellismemorial.org.

The Teacher is responsible for supervision of his/her children's group as well as the design and implementation of day to day activity and learning plan.

RESPONSIBILITIES

- Provide planning and execution of appropriate reading readiness experiences for each curriculum group
- Provide planning and execution of appropriate art, music, literature, science, etc. activities
- Maintain records of progress of each child's growth and development
- Maintain communication regarding child's growth and development with staff members, Program Director and parents
- Maintain classroom and all educational equipment and materials
- Maintain records of all accidents, concerns regarding children, unusual behavior of children, suspected incidents of abuse and/or neglect and communicate information to Program Director
- Ensure adequate nurturing of child's developmental tasks, including any special needs mandated by Protective Services
- Schedule and participate in all staff/parent meetings
- Knowledge of all emergency procedures
- Assist Lead Teacher with progress reports
- Participate/attend monthly staff meetings/workshops
- Participate in Individual (1:1) meetings with program director every 2-months
- Provide individual time for each child in playing, holding, and talking
- Provide feeding according to a child's individual schedules
- Provide diaper and clothing changes on a regular basis and as needed
- Supervise toileting of older toddlers if needed

QUALIFICATIONS

- Must have minimum of 12 credits in Early Childhood Education, if you have an advance degree (i.e. Associates, Bachelor's Degree) additional compensation is offered

- At least one year work experience with appropriate age group
- DEEC certification for age appropriate group
- Certified in First Aid and CPR for children
- Able to communicate effectively orally and in writing
- Demonstrated ability to practice effective time management, organizational skills, priority management and analytical ability
- Sensitivity to multi-cultural issues, multi-cultural training preferred
- Good role model
- Sound personal judgment, initiative and resourcefulness
- Must be able to lift 25 lbs.

Competitive benefits package including vacation and sick time, health insurance, dental insurance, and 401k with employer match. Please send your resume and cover letter to mariateixeira@ellismemorial.org.

The purpose of this description is to provide the major responsibilities of the position. It is not to be considered a complete statement of all elements of the work that may be performed.