



Minnesota JCC

JOB DESCRIPTION

TITLE: Toddler Teacher
DEPARTMENT: Early Childhood Center – St Paul
STATUS: FT
CLASSIFICATION: Non-exempt
SUPERVISOR: ECC Director

POSITION SUMMARY

ECC Toddler Teachers are warm, gentle, flexible, and patient, and have experience working with children ages 16-33 months. Toddler teachers have the opportunity to support children to develop independence, build vocabulary, and develop a healthy sense of self and safety in a strong community of loving caregivers.

ESSENTIAL FUNCTIONS

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Provide high-quality care to our children and families in a manner which reflects the mission and values of the JCC
- Challenge each child to reach their potential, and guide their activities academically, emotionally, physically, and spiritually
- Meet the daily needs of the children through caregiving activities such as diapering, meals, and napping
- Assist in the room maintenance to keep the classroom and center a safe, clean, and loving environment
- Rotate classroom materials regularly based on the observed interests of the children, ECC monthly Jewish theme, and developmental stage
- Foster relationships with toddler families through daily communication regarding activity, growth, and development
- Develop and implement age-appropriate curriculum
- Complete evaluations and conduct fall and spring parent-teacher conferences
- Work with assistant teachers and aides in the classroom to form a positive, supportive environment

QUALIFICATIONS/REQUIREMENTS

- College degree or minimum number of credits in Early Childhood Education or an ECE related field, or a CDA, in addition to 2 years of experience working with young children in a supervised setting
- Possess an understanding of The Creative Curriculum and knowledge of how to implement this curriculum into the toddler classroom
- Knowledge of Jewish culture and traditions

- Commitment to equity, diversity, environmental stewardship, and social justice

COMPETENCIES

- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Positive attitude and dedication to providing exceptional customer service
- Commitment to the highest professional and ethical standards
- Experience developing and implementing age-appropriate curriculum
- Experience completing evaluations and conducting parent-teacher conferences
- Follow and meet MN Rule 3 requirements

SUPERVISORY RESPONSIBILITY

N/A

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Toddler teachers are regularly required to stand, walk, stoop, kneel, crouch, or crawl and sit on the floor with children. Teachers must be able to lift up to 50 pounds. Frequent exposure to outdoor weather conditions.

EEOC Statement: The MN JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and the needs of the organization. The MN JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.

EMPLOYEE’S STATEMENT OF ACCEPTANCE

I accept the conditions associated with this job description and agree to work with management to accomplish the goals of the Center.

Date

Employee Signature

Date

Supervisor