

**JOB DESCRIPTION  
TODDLER TEAM TEACHER**



**GENERAL STATEMENT OF DUTIES:**

Responsible for direction and overall supervision of a group of toddler children. (18 months to 3 years) Performs activities that ensure the safety, involvement, and creativity of each individual in the group. Works cooperatively with the lead teacher to discuss and aide in the implementation of daily plans in accordance with the current curriculum, incorporating the Ohio Department of Education Standards.

**SPECIFIC DUTIES OF THE JOB:**

- ◆ Takes care of each child's physical needs: diapers, changes and toilet trains each child.
- ◆ Meets the emotional needs of each child: talks with, smiles at and loves on each child.
- ◆ Satisfies the developmental needs of each child by creating a daily plan with team members and implementing using appropriate adult-child interaction strategies and interactions.
- ◆ Plans and executes special activities for children each day.  
Activities/Concentration:  
⇒ Large Muscle      Language Development      Socialization Skills
- ◆ Consistently follow the daily schedule to provide consistency for children.
- ◆ Prepares room before children arrive and cleans rooms at end of shift.
- ◆ Greets each parent and child daily.
- ◆ Gives undivided attention, watching carefully for safety hazards.
- ◆ Collects required anecdotes and information for required ongoing assessments

**EDUCATIONAL REQUIREMENTS:**

High School Diploma or equivalent is required. An infant/toddler CDA credential or Associate Degree or higher in Early Childhood Education and Development is preferred. Must attend training classes designed to broaden professionalism, education and skill involving childcare and development as required by Federal and State regulations and administration.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Experience working with toddlers and knowledge of activities that stimulate young children.
2. Knowledge of child development, toddlers care and safety issues concerning toddlers.
3. Interactions expressive of genuine warmth and concern for children as well as an understanding of their developmental needs and age appropriate behavior.
4. Captures "nurturing moments" and "teachable moments".
5. Ability to move and react quickly. Handles emergencies effectively
6. Skills in patience and remaining calm under pressure.
7. Skills in positive communication
8. Skills in parent communication.
9. Skills in time management and ability to be flexible with toddlers' routines and schedules.
10. Ability to organize the environment.
11. Ability to research the needs of toddlers and attend classes for professional development
12. Acquire knowledge of the current curriculum and implement the curriculum practices in the classroom.

X \_\_\_\_\_ X \_\_\_\_\_  
Employee Name (please print)      Employee Signature      Date

X \_\_\_\_\_ X \_\_\_\_\_  
Department Head      Date      Learning Center Director      Date

**Child Care • Preschool • 6 weeks – 12 years**

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