

**JOB DESCRIPTION  
TODDLER LEAD 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 with team teachers to plan, discuss and implement daily plans in accordance with the current curriculum, incorporating the Ohio Department of Education Standards.

**EXAMPLES OF ESSENTIAL WORK:**

Work with teaching team to prepare and implement daily plans in accordance with Ohio Child Care Licensing and Step Up to Quality Regulations, the center's current curriculum and Ohio Department of Education Standards.

- ◆ Ensure the health and safety of the group at all times.
- ◆ Work with teaching team to collect appropriate anecdotal notes and assess the progress of each child in the group.
- ◆ Research current trends in child development/education and put into practice in the classroom as appropriate within curriculum.
- ◆ Work in cooperation with teaching team members to assure the individual needs of each child is met as the situation demands.
  1. Meets the physical and emotional needs of each child.
  2. Satisfies the developmental needs of each child through child/adult interactions and planned activities.
  3. Ensure that the classroom is prepared before children arrive, cleaned at end of each shift and staff give undivided attention, watching carefully for safety hazards throughout the day.
  4. Greets each child and parents daily.
- ◆ Arrange the learning environment in a manner that promotes safety and learning in a cheerful environment
- ◆ Conduct parent conferences on each child's development.
- ◆ Assure all required classroom documentation and record keeping is completed in a timely manner (i.e. Daily Lesson Plans; COR Infant-Toddler Assessment and Parent/Teacher conference forms; daily attendance and ratio sheets; Toddler-grams, meal counts and food/supply orders, etc...)
- ◆ Attend general staff meetings, teacher planning meetings and assist in setting the goals for the Department.

**EDUCATIONAL REQUIREMENTS:**

An Associate Degree or higher in Early Childhood Education / Child Development and experience working with infants and toddlers is preferred. Must attend continuing training classes designed to broaden professionalism, education and skill involving child care and child development as required by Federal and State regulations and administration.

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

**JRC Learning Center**

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**[www.JRCcares.org](http://www.JRCcares.org)**



**PERSONAL REQUIREMENTS:**

The Toddler Teacher must possess personal attributes needed to develop trusting relationships with children and adults. Such attributes include the following:

- ◆ Professional in appearance, attitude and ability.
- ◆ Respect confidentiality of each child and his/her family
- ◆ Treat children, parents and staff members with dignity and respect
- ◆ Develop a sense of teamwork with co-workers in all activities, including housekeeping, diapering/ toilet training and meal service as well as lesson preparation and record keeping
- ◆ Practice good communication skills

**ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge and experience working with infants and toddlers and of the basics of child development.
- ◆ Knowledge of activities appropriate to age group. Ability to be flexible with daily routines and schedules to capture “nurturing and teachable moments”.
- ◆ Knowledge of safety issues, communicable disease management/control/prevention and basic first aid.
- ◆ Skills in patience and remaining calm under pressure. Ability to move and react quickly to handle emergencies effectively.
- ◆ Skills in time management and organization
- ◆ Skills in parent communication.
- ◆ Ability to supervise assistants, gives instructions and delegate duties in a professional manner.
- ◆ Acquire knowledge of the current curriculum and implement the curriculum practices in the classroom

X \_\_\_\_\_  
**Employee Name (please print)**

X \_\_\_\_\_  
**Employee Signature** **Date**

X \_\_\_\_\_  
**Department Head** **Date**

X \_\_\_\_\_  
**Learning Center Director** **Date**