

## Early Childhood Teacher - Toddler Supervisor

\$21.25-25/hour

The Early Childhood Teacher-Toddler Supervisor is responsible for the general supervision, management, care, and education of a group of toddler-age children. This position acts as a part of a team and leads the team to plan and implement curriculum as well as work with parents and families to assess and meet the needs of individual children.

### **Qualifications:**

The person selected for this position must be able to meet the requirements of an Infant Supervisor per Colorado state rules and regulations.

### **Responsibilities:**

Responsibilities will include, but will not be limited to the following:

#### ***Establish and maintain a healthy environment***

- Design appropriate room arrangements to support classroom and individual child goals
- Promote healthy eating practices, proper handwashing techniques, use of tissues, etc. This includes modeling these practices with the children
- Implement the safety policies of the center (e.g. ratios)
- Post necessary information to ensure the safety and well-being of the children
- Maintain an organized, stimulating, and developmentally appropriate learning environment
- Assume an equal share of housekeeping/cleaning tasks with other staff
- Ensure infant classrooms meet health and cleanliness standards daily
- Provide training on proper cleaning and sanitizing procedures to infant staff as needed

#### ***Advance physical and cognitive development***

- Plan, supervise, and implement classroom environment, materials, schedule, and activities in accordance with the Creative Curriculum
- Use equipment and materials for indoor and outdoor play that promote children's development of gross motor skills
- Provide an inclusive curriculum that meets the needs of individual children with concern to their interests, abilities, and cultural and socioeconomic backgrounds
- Implement experiences that promote intellectual development, fine motor skill, and language development

#### ***Support social and emotional development and provide positive guidance***

- Treat each child with dignity and respect, valuing their emotions and perspectives
- Use and promote positive guidance techniques

- Establish routines with structured transitions
- Communicate with children at their developmental level
- Encourage children to be independent and affirm their capability
- Interact with children at their level. This means being on the floor with them, initiating conversations, asking questions, and having fun.

***Nurture positive and productive relationships with families***

- Relate assessment information to parents/guardians and provide support for raising children at different developmental stages
- Promote communication with parents through daily notes, monthly newsletters, bulletin boards, documentation boards, and informal conversations
- Welcome new families into the classroom and school community
- Encourage parent participation by providing a variety of ways that families can participate in the program
- Provide infant staff with guidance and support in the above

***Ensure a well-run, purposeful program responsive to participant needs***

- Assess program supplies and materials as needed
- Coordinate with and help supervise substitutes, floats, and volunteers
- Meet with toddler classroom teams to assess children's needs and developmental progress using TS Gold
- Lead toddler team to assess classroom needs
- Supervise toddler staff in a supportive and positive environment

***Maintain a commitment to professionalism***

- Promote EVCCA's philosophy and educational objectives (Teaching Strategies)
- Follow NAEYC's Code of Ethical Conduct and Developmentally Appropriate Practice
- Engage in ongoing professional development to improve personal and professional skills
  - 15 clock hours of training required per calendar year per Colorado state rules and regulations
- Attend staff meetings, parent nights, and in-service trainings provided by EVCCA
- Work with Site Director to set professional leadership development goals

***Other duties as assigned***