Job Posting: Infant/Toddler Program Teacher

Job Title: Teacher  
Department: Professional  
Reports To: Center Director(s)  
FLSA Status: Non-Exempt  
Prepared By: Program Director  
Prepared Date: 08/05/2014  
Approved By: Molly Spragg, Program Director  
Approved Date: 08/05/2014

The Long Beach Day Nursery (LBDN) is currently seeking Early Childhood Teachers for our Infant and Toddler Programs at our East Branch. LBDN is a high quality, nationally accredited, nonprofit early childhood organization serving over 330 children annually from ages 6 weeks to 6 years old. LBDN believes in developmentally appropriate play based curriculum and practices continuity of care. LBDN provides competitive pay based on education and excellent employee's benefits including: health insurance (70% employer paid), life insurance (100% employer paid), vacation and sick time, a professional development incentive program, early childhood tuition discount, 9 paid holidays a year, and 3 paid in-service/training days per year. Group dental and vision insurance are also available.

We are seeking early childhood professionals who encompass the following characteristics: nurturing, positive, team player, punctual, professional, organized, patient, and friendly. Candidates must have a minimum of 12 ECE units and be eligible for a Child Development Associate Teacher Permit; Associate Degree in ECE or above is preferred. Experience with infants, toddlers and NAEYC accreditation a plus. Willingness to learn and a collaborative attitude is a must.

For full job description please visit https://www.lbdn.org

Please submit resumes along with transcripts to wleathers@lbdn.org or stop by one of our branches to fill out an application.

SUMMARY
Instructs children in developmentally appropriate activities designed to promote social, physical, and intellectual growth needed for child development.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Supervise and assist children ages 6 weeks to 6 years old with general routines, including diapering, and feeding of infants, mealtime, bathroom and potty training activities, rest-time and personal hygiene.
• Provide planning and execution of appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, mathematics, dramatics, and physical education.
• Plans and supervises activities which promote the healthy emotional, social, intellectual, and physical development of each child.
• Follow requirements of the Child & Adult Care Food Program (CACFP).
• Completion of meal counts at point of service.
• Follow requirements and guidelines established by the Department of Social Services Title 22 and the California Department of Education Child Development Division Title 5, and NAEYC Accreditation.
• Provide and maintain a neat organized classroom and outside environment; take responsibility for upkeep of all educational equipment and materials.
• Maintain and keep current portfolios and desired results for each child and classroom portfolios.
• Prepare lesson plans, classroom calendar, and daily schedule with classroom team players.
• Attending all staff meetings, required staff in-services, and special/classroom events.
• Complete child injury reports accurately and in a timely manner and inform parents of injuries and illnesses according to Long Beach Day Nursery policy.
• Greet and provide assistance to families. Inform families of upcoming activities.
• Maintain confidentiality of children, parents, and fellow staff members.
• Build close relationship at a personal level with parents.
• Plans and participates in parent conferences and other parent involvement activities.
• Model appropriate teacher – child interactions, teacher – teacher interactions, and teacher – parent interactions.
• Maintain professional attitude at all times.

Other duties and responsibilities may be assigned.

SUPERVISORY RESPONSIBILITIES
• Supervise assistant teachers, teacher aides, substitute teachers, ROP students, interns and volunteers.

QUALIFICATIONS
EDUCATION and/or EXPERIENCE
Associates or Bachelors degree preferred.
12 Early Childhood Education units and eligibility for Child Development Associate Teacher permit.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents or employees of organization.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PERMITS, CERTIFICATES, LICENSES, REGISTRATIONS
• Eligibility for Child Development Associate Teacher permit.
• Health Screening Report.
• Clearance of TB test.
• Clearance from the Department of Justice and Child Abuse Index.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk and sit. The employee must occasionally lift children of up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT
The noise level in the work environment is usually moderate.