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| POSITION   | <b>Director of Infant/Toddler Education at 58 Berkeley</b> |
| REPORTS TO | VP of Programs   |
| SUPPORTS   | Teachers   |
| LOCATION   | 58 Berkeley Street   |
| POSITION   | Updated June 2023  |

**MISSION:** Ellis partners with families to provide high-quality early childhood education in a warm, nurturing environment. A recognized leader in our field, we support children across the socio-economic spectrum, treasure diversity in all forms, and celebrate the joy of childhood.

Ellis Early Learning is a vibrant, Boston-based nonprofit with a rich history founded in 1885. Ellis provides high-quality early education and care for infants, toddlers, and preschool children. Ellis is among the most socio-economically, racially, and culturally diverse organizations serving children in Boston. Through a partnership with Boston Public Schools, it operates four high-performing community-based UPK classrooms. Ellis operates out of two historic buildings in the South End, and an additional site in Jamaica Plain. Learn more about us at [www.ellisearlylearning.org](http://www.ellisearlylearning.org).

**PRIMARY RESPONSIBILITIES**

The Director of Infant and Toddler Education at 58 Berkeley Street is responsible for supporting 7 infant and toddler classrooms, as well as supporting the supervision of curriculum development & implementation, classroom observations, and educator training & development.

**RESPONSIBILITIES**

- Provide planning and execution of developmentally appropriate curriculum experiences for each age group
- Provide planning time and support for Educators
- Maintain records of the progress of each child's growth and development
- Maintain communication regarding child's growth and development with staff members, VP and Assistant VP of Programs, and parents/caregivers
- Maintain classrooms and all educational equipment and materials
- Maintain records of all accidents, concerns regarding children, unusual behavior of children, suspected incidents of abuse and/or neglect and communicate information to Program Director
- Ensure adequate nurturing of child's developmental tasks, including any special needs mandated by Protective Services
- Schedule and participate in all staff/parent meetings
- Knowledge of all emergency procedures

- Assist Lead Teachers with progress reports and scheduling family conferences
- Participate/attend monthly staff meetings/workshops
- Participate in Individual (1:1) bi-monthly meetings with VP of Programs
- Approve educator time off and ensure coverage is scheduled
- Attend monthly leadership meetings
- Provide classroom coverage as needed
- Give tours to prospective families, as needed
- Work closely with families to ensure their needs are met (in collaboration with the Ellis Family Support Team)

***The purpose of this description is to provide the major responsibilities of the position. It is not to be considered a complete statement of all elements of the work that may be performed.***

## **QUALIFICATIONS**

- Must have a minimum lead teacher / Director I certification (working on DII is required)
- At least one-year work experience with the appropriate age groups
- DEEC certification for Infant/Toddler & Preschool/ DI
- Certified in First Aid and CPR for children
- Able to communicate effectively orally and in writing
- Demonstrated ability to practice effective time management, organizational skills, priority management, and analytical ability
- Culturally sensitive; multi-cultural training preferred
- Authentic love for children and families; positive role model
- Sound personal judgment, initiative, and resourcefulness
- Must be able to lift 25 lbs. and walk continuously

## **COMPENSATION & BENEFITS:**

Competitive benefits package including vacation and sick time, health insurance, dental insurance, and 401k with employer match with a full-time/40 hour a week position.