

POSITION	Infant/Toddler Teacher
PROGRAM	Early Education
REPORTS TO	Infant / Toddler Site Director
LOCATION	58/66 Berkeley Street, Boston, MA 02116
UPDATED	July 2020

MISSION: *Ellis partners with families to provide high-quality early childhood education and out-of-school programs 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 (formerly known as Ellis Memorial) 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, and out-of-school time programs for youth in grades K through 8. 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 two high-performing community-based K-1 classrooms. Ellis operates out of two historic buildings in the South End and will be expanding to a new site in JP in September 2021. Ellis currently serves over 200 children annually. Learn more about us at www.ellismemorial.org.

PRIMARY RESPONSIBILITIES

The Teacher is responsible for the supervision of their children's group as well as the design and implementation of day-to-day activity and learning plan.

RESPONSIBILITIES

- Provide planning and execution of appropriate reading readiness experiences for each curriculum group
- Provide planning and execution of appropriate art, music, literature, science, etc. activities
- Maintain records of the progress of each child's growth and development
- Maintain communication regarding child's growth and development with staff members, Program Director, and parents
- Maintain classroom 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 Teacher with progress reports
- Participate/attend monthly staff meetings/workshops
- Participate in Individual (1:1) meetings with program director every 2-months
- Provide individual time for each child in playing, holding, and talking
- Provide feedings according to a child's schedule
- Provide diaper and clothing changes regularly and as needed
- Supervise toileting of older toddlers if needed

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 of 12 credits in Early Childhood Education, if you have an advanced degree (i.e. Associates, Bachelor's Degree) additional compensation is offered
 - At least one-year work experience with the appropriate age group
 - DEEC certification for age-appropriate group
 - Must be at least 18 of age
 - At least one year work experience with appropriate age group
 - 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
 - Sensitivity to multi-cultural issues, multi-cultural training preferred
 - Good role model
 - Sound personal judgment, initiative, and resourcefulness
- Must be able to lift 25 lbs.

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.

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.