



## **JOB DESCRIPTION – Infant/Toddler Teacher**

St. Benedict's Nursery in Smyrna, GA is seeking an exceptional infant/toddler teacher to join an amazing team of early childhood educators.

Our mission is to provide a high quality learning environment for children aged 3 months to 36 months old. We believe children are unique, complex human beings with an inherent desire to learn. We strive to know each child on an individual basis and develop a relationship with the children and parents to provide a loving yet motivated and developmentally appropriate learning environment.

We are a ministry of St. Benedict's Episcopal Church.

### **Requirements:**

- Bachelor's or Associate's Degree in ECE or related field; commensurate experience considered or CDA
- Current First-Aid and CPR certification
- Physical constraints required include the ability to hear the conversational voice, with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 pounds, and the use of arms, hands, legs, and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies.

### **Schedule**

- Work hours are 7:30am to 2:00pm, Monday – Friday.
- This is a part-time position and does not include benefits.
- These hours are subject to change based on our enrollment and staffing needs.
- Compensation is currently \$15/hour.
- Our school year runs August – May and we offer summer camps for most of June and July.
- Candidates must be able and willing to work throughout the summer.
- We follow an academic calendar; we are closed for most holidays, including a one-week break at Thanksgiving and two weeks at Christmas as well as a week in March for Spring Break.

### **Job Description:**

#### **Interactions with Children**

The goal of teachers at St. Benedict's Nursery is to provide a warm, nurturing, safe, and loving environment where self-concepts are enhanced, independence encouraged, and individuality respected. To this end the specific responsibilities included, but are not limited to the following:

- Protects the safety of all children in the Nursery.
- Directly supervises children at all times.
- Uses positive phrasing with children.

- Communicates frequently with children throughout the day, naming objects, actions, using who, what, when, where. and why, and open ended questions.
- Exhibits behavior management consistent with St. Benedict's Nursery philosophy, including reflecting children's feelings, approaching children to speak with them, directing comments toward children's behavior, not at the children themselves, etc.
- Co-plays/interacts with children during play activities both indoors and on the playground.
- Treats each child with dignity and respect, recognizing the cultural and socio-economic diversity of the population.
- Responds to the individual needs and learning styles of children.
- Responds to children in distress promptly and appropriately.
- Is responsible for all mealtime activities of the group. Helps children serve themselves family-style and sits with children. Monitors children closely during meals.

### **Health and Safety Issues**

- Complies with applicable universal precautions and infection control guidelines and procedures.
- Displays familiarity with and follows St. Benedict's Nursery Health Care Policies.
- Reports immediately any needed repairs to the Director.
- Is responsible for the welfare, health, and safety of the children in the Nursery.
- Ensures that children are supervised at all times as well as in the bathroom.
- Assists calmly in evacuation of the building in an emergency and in practice drills, and is able to respond to any emergency.
- Cleans and disinfects mouthed toys before next use, chairs, toys, tables, etc. when soiled or at least daily,

### **Planning**

- Works with the other teachers to plan activities reflecting the anti-bias philosophy of St. Benedict's Nursery with age-appropriate and individualized activities. Provides a well-balanced schedule of individual/group activities, and active/quiet activities with variations of structure.
- Plans open ended activities with an emphasis on process orientation and developmentally appropriate curriculum.
- Plans supervised activities for outdoors, or indoor gross motor play during severe inclement weather that prevents outdoor play (at least 1 hour per day).
- Keeps informal classroom anecdotal notes on children's progress on an on-going basis.
- Reads to children DAILY.
- Uses resources, such as libraries, to incorporate literature into the daily routine.
- Prepares or makes available in advance, materials needed for planned activities.
- Plans circle to include hands-on, interactive activities.
- Plans and provides appropriate activities to assure smooth transitions throughout the day.

### **Interaction with Parents**

St. Benedict's Nursery establishes and maintains collaborative relationships with each child's family to foster children's development. These relationships are sensitive to family composition, language and culture.

- Acknowledges parent and child with a greeting at drop-off and pick-up.
- Communicates with parents *daily*, reports at least one positive event (accomplishment, amusing anecdote, etc.) about each child to the parent.
- Prepares memo *daily* for parent, indicating child's functioning each day.

- Treats parents with dignity and respect, recognizing the cultural and socio-economic diversity of the population.
- Makes parents aware of classroom and Nursery activities, and encourages family involvement
- Brings any parent feedback, concerns about children, etc. to the attention of the Director before discussing with the parent.
- Insures that items (papers, dirty clothes, etc.) are taken home and follows up with parents on items to be brought to the Nursery.
- Respects the confidentiality of families, and takes care not to speak in front of the children about that child or other children.
- Participates in parent conferences as needed.
- Accommodates special requests from parents whenever possible.

### **Classroom Appearance**

- Works with the other teachers to create classroom environment reflecting the diversity of children & families and children's interests.
- Displays children's artwork in an attractive manner, Cleans floors, tables, chairs, and sinks after meals, when spills occur, or after messy activities. Sanitize according to infection control guidelines.
- Maintains cubbies neatly, sweeping periodically, and sending home older papers and other belongings.
- Leaves classroom at end of the day with tables cleaned, and floors free of debris and toys.
- Shares cleaning duties fairly with co-workers and maintains a clean safe and attractive classroom.

### **General/Professionalism**

- Has good work habits, is in place and ready to work at scheduled time, and shows no undue tardiness or absenteeism.
- Documents and remains current with state requirements for First-Aid, CPR, in-service training, etc...
- Tidies children's appearances throughout the day – sees that shoes are on proper feet, tied, hands and faces cleans, etc...
- Uses smocks for messy activities and bibs for infant and toddler meals.
- Follows daily schedule of St. Benedict's Nursery.
- Follows opening and closing procedures as dictated by work schedule.
- Acts as a positive representative of St. Benedict's Nursery to parents and community.
- Covers responsibilities (i.e.: prepares lesson plans and materials for activities for use by substitute) when absent.
- Cooperates with and shows respect for co-workers at all levels.
- Approaches problems in a constructive fashion, taking initiative to correct problems whenever possible.
- Contributes ideas for better servicing of children and families.
- Completes classroom attendance on ongoing basis; being aware of the number of children in your care at all times.
- Dresses according to Dress Code in Personnel policies: both in a professional manner as well as one that allows active participation with children. Personal appearance is neat and clean.
- Keep abreast of current issues in the field of Early Childhood Education.

Submit a cover letter and resume to Courtney Vaughn at [courtney@mysaintb.org](mailto:courtney@mysaintb.org)

Visit us online at [www.mysaintb.org/stbn](http://www.mysaintb.org/stbn)