

# Toddler Teacher

St. Andrew's Presbyterian Day School  
1350 N. 23<sup>rd</sup> Street ✽ Beaumont, TX 77706 ✽ (409) 892-8246 ✽ dayschool@saintandy.org

**Basic Function:** This position's main purpose is to further Christ's Kingdom by caring for and instructing children between the ages of 1 and 3 years to ensure they acquire developmentally appropriate knowledge and skills. The toddler teacher must be organized and approachable. Furthermore, the toddler teacher must have great love and patience for children, must be able to engage with them, and must be able to earn their trust. Teaching these young students effectively requires a willingness to learn and a knowledge of best practices in preschool educational methods.

**Reports to:** Day School Director

## Essential Experience and Requirements

- Preferred degree in education, with a focus in early childhood development
- Experience working with toddlers in a classroom setting
- Ability to develop activities that are fun and educational for toddlers
- Ability to effectively communicate with children and parents
- Patient, compassionate attitude, with a friendly, energetic disposition
- Proficient active listening skills to understand and adapt to the various needs of children and parents
- First Aid and CPR certified (required for licensing)
- Ability to lift up to 50lbs

## Regular Functions and Responsibilities

### 1. Teaching and Caretaking

- a. Planning and implementing curriculum
- b. Adhering to state licensing requirements to ensure toddler's needs are met
- c. Establish and enforce rules of behavior for children in their classrooms
- d. Provide basic needs for children
- e. Employ a variety of educational techniques such as storytelling, educational play, music, art, and recreational activities
- f. Adapt teaching methods and materials to meet the interests and learning styles of children
- g. Supervise and manage classroom activities including lessons, play, breaks, naps, and meals at all times
- h. Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers, or colors)

### 2. Communication

- a. Track children's progress and report to parents
- b. Communicate with parents regularly regarding background and psyche
- c. Collaborate with others to implement lesson plans

### 3. Equipment and Supplies

- a. Maintain an inventory system for classroom materials and supplies
- b. Maintain a clean and tidy classroom consistent with health and safety standards