

Troy Babes in Toyland is currently seeking a full-time Toddler Teacher responsible for team-teaching with other teachers. Together staff is responsible for implementing a developmentally appropriate HighScope curriculum in accordance with the philosophy of Troy Babes in Toyland and state licensing regulations. The Center is open Monday – Friday from 6:30am-6:30pm.

Responsibilities:

- Ensure a daily well-planned environment with appropriate materials which stimulate children’s interest and involvement.
- Gear program to needs of individual children with concerns for their interest, handicaps, special talents, individual style and pace of learning.
- Gear expectations and responses to the various developmental levels of the children in the classroom.
- Facilitate children’s play and learning in a non-directive, positive, flexible manner; know when and how to step in to promote cognitive and social growth.
- Work with team teachers to plan daily curriculum; problem solve in the classroom, coordinate and conduct parent/teacher conferences, and continually evaluate procedures pertaining to the program, children, parents, and staff.
- Document all accidents/injuries/incidents and notify Director/Assistant Director in a timely manner.
- Complete daily reports and prepare children assessments; enter assessments into Child Observation Record (COR) program in a timely manner.
- Utilize Daily Communication Log to document important information or incidences for all staff.
- Treat children and families with dignity and respect, maintain a positive demeanor, use nonjudgmental language and tone of voice.
- Interact with children with consideration of cultural and socioeconomic background.
- Represent and promote Troy Babes in Toyland in a positive manner.
- Perform related duties as assigned.

Qualifications:

- Must be at least 21 years of age with a High School Diploma or GED.
- Two year college degree~ Four year preferred in Early Childhood Education
- Two years Lead teacher in the field of Early Childhood Education and/or Child Development or comparable experience working with young children.
- Must meet state licensing requirements.
- Understands the developmental stages of children and has the ability to work with children in a manner appropriate to these stages.
- Must possess a warm and friendly personality; be sensitive to the feelings and needs of others, and able to relate well to children.
- Strong verbal, written, and phone skills.
- Desire and ability to meet new people and new situations.
- Excellent organization and planning skills.
- Self-motivated.
- Ability to keep the necessary proprietary information confidential.
- Computer experience with working knowledge of Word and Excel preferred. Ability to learn internal software programs.
- Ability to define problems and recommend appropriate solutions preferred.
- Experience with anecdotal note taking, parent/teacher conferences, portfolio implementation for class

Please send resume to troybabesintoyland@gmail.com and call 248-689-8009 to set up interviews.