

Toddler Lead Teacher

Job description

St. Peter's Early Childhood Development Center (ECDC), Kingsland campus is looking to hire a Lead Teacher in the young toddler classroom.

We are a licensed and NAEYC accredited program. We follow the Katy ISD school calendar, instructional time begins at 9:00 a.m. to 2:30 p.m., September through May following the Katy ISD school calendar year. Work hours are from 8:30 a.m. to 3:00 p.m. or 8:00 a.m. to 2:30 p.m., 6.5 hours/day.

We have an available part-time lead teacher position in the Monday-Thursday 4-year-old class.

The salary ranges from \$12/hour with CDA degree to \$14/hour with bachelor's degree in early childhood education with at least 2 years of experience in a licensed childcare facility or education preschool center. Additional pay comes with an early childhood education experience in a licensed facility.

Proximity to ECDC, Kingsland campus is a plus.

Knowledge in Creative Curriculum is a plus.

As a Toddlers Teacher your responsibilities will include but not be limited to the following:

- Be in the classroom for six and one half (6 ½) hours per day, five and one half (5 ½) hours of which is actual teaching time and one (1) hour of which is managing time for planning, prep time, and closing classroom. An extra 30 minutes each week is dedicated to planning with your co-teacher. And two hours each month for more planning and assessment.
- Be responsible, with your co-teacher/assistant teacher, for the general supervision and management of a class of 16 children. ECDC follows the two-teacher model and adheres to the church's safety sanctuary policy of always keeping 2 teachers with the group. NAEYC has a lower teacher-child ratio than the state licensing requirement.
- Candidate must commit to teacher in-service days and Parent Orientation in August.

- Be currently certified in CPR that includes management of a blocked airway and rescue breathing and pediatric first aid procedures.
- Attending all staff meetings, recommended training, coaching program, annual conferences, and parent education meetings.
- Obtain a minimum of twenty-four (24) clock hours of age-appropriate training according to Texas Minimum Standards and NAEYC standards. These hours exclude first aid and CPR, orientation, and pre-service training.

Curriculum and Assessment:

- Prepare and submit on a weekly basis, written lesson plans using the school's curriculum resources, and in keeping with the overall philosophy of the school, NAEYC accreditation standards, and the individual needs and interests of the children.
- Keep an ongoing anecdotal record, skill checklists, behavior tallies, conference notes, and work samples in child portfolio for identifying growth and children's strengths, needs, and interests.
- Use observations to inform lessons, individualized learning, and adjust methods of teaching for engagement.

Leadership skills:

- Effectively delegate tasks and include the assistant teacher in prepping materials, implementing the daily curriculum, and learning experiences with young children.

Families:

- Prepare and send home to the families a monthly newsletter and calendar.
- Conduct parent conferences and prepare written evaluations twice in a school year, once in the Fall and another in Spring.
- Encourage the involvement of the families of the children in the program and support the development of relationships between children and their families.

NAEYC standards:

- Use play as a tool for learning and developmentally appropriate practices.
- Promote the value of process art vs. product.
- Reflect family language and culture in classroom lessons and environment.

- Care for the room arrangement, aesthetics, cleanliness, and organization of the classroom, including labels on shelves and meaningful displays.
- Contribute to maintaining the NAEYC classroom age level portfolio.

QUALIFICATIONS:

- The lead teacher position must be at least 19 years of age and have experience working with young children in a licensed facility. The person should have a C.D.A. credential, a 2-year associate degree in early childhood or a 4-year college degree (preferably in early childhood education or an elementary education degree with special study in early childhood education). General BA degree or newly graduate is welcome to apply.
- This person must be in good health and capable of lifting up to 40 pounds and be able to stand, walk, move quickly, and get down to the floor. This person must be a sensitive and mature individual who is able to relate well to children and adults and must be willing to adhere to the school's educational philosophy. In addition, this person must be able to meet the requirements of the Texas Department of Family and Protective Services.

To learn more about St. Peter's ECDC, please visit our website:

<http://www.stpetersecdc.org/>

Job Type: Part-time

Salary range: \$12.00 - \$14.00 per hour

Benefits:

- Schedule each week includes lessons to co-teach with Music and Motor Skills teacher and Spanish teacher.
- Teacher appreciation every month.
- Paid time off, holidays, Katy ISD closings, 15-minute break
- Paid training and scholarship opportunities
- Child tuition discount
- Paid nursery care during staff training
- Anniversary bonus

Schedule:

- Monday-Thursday

Ability to commute/relocate:

- Katy, TX 77450: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Teaching: 2 years (Preferred)
- Lesson plan and assessment

Work Location: In person