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Toddler Lead Teacher

Job Description: Toddler Lead Teachers are responsible for providing and maintaining a loving, nurturing, safe, and educational environment for the children in their care. They report to the Director, Assistant Director, and Lead Teacher with any questions or issues.

Major Responsibilities:

1. Manage one classroom of 2-3 year old children.
2. Create a classroom environment conducive to learning and appropriate to the physical development of the children
3. Plan activities that encourage exploration and curiosity and are appropriate to the ages, needs, and skill levels of the children.
4. Engage the children in academic activities, sensory activities, neuromotor activities, audiomotor activities, and physical exercise.
5. Guide children through completing their academic work.
6. Assist the children in washing their hands before meals.
7. Prepare breakfast, lunch, and snack for children and assist those who need help eating.
8. Attend to the personal hygiene of each child, ensuring diapers are changed for those who still use diapers, and their clothes and sheets are changed if they are soiled.
9. Ensure all children are well dressed before going outside to the playground.
10. Ensure all children are holding hands and/or the rope on walks around the
11. building and outside.
12. Assist children in completing their academic work.



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13. Prepare children for nap time; making sure their mats are out, diapers have been changed for those that need it, the lights are off, and music is playing.
14. Use Brightwheel to ensure that all children that are in your care have been checked in by their family.
15. Use Brightwheel to record the schedule of the children and communicate with parents throughout the day.
16. Maintain accurate and appropriate records for the children assigned to your room.
17. Maintain a safe environment based on the safety standards set by the Center and State guidelines.
18. Maintain a clean classroom to the best of your ability throughout the day, making sure the tables and the floor are clean.
19. Clean the classroom thoroughly at the end of the day.

20. Work cooperatively and effectively with your classroom assistant and as a team member; communicating necessary information on a continuous basis.
21. Establish a positive, friendly, and open relationship with each child's family and encourage their participation in the program.