



UTEC Early Education Center Lead Infant/Toddler Teacher Job Description

Job title: Lead Infant/Toddler Teacher
Department: Early Education Center
Reports To: Early Education Director
Position: Full Time or Part Time

JOB DESCRIPTION SUMMARY

To create a warm, and loving educational classroom where you will lead and coach with classroom co-teacher implementation of a variety of activities within the classrooms; such as Social-Emotional Language, Sensory, Arts & Crafts, and Gross Motor.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Work with co-teacher in developing and implementing lesson plans and daily tasks
- Support maintaining a safe and positive program
- Exhibits a warm, concerned attitude that uses a positive approach in dealing with individuals as well as groups of children.
- Encourage problem-solving and self-help skills in children.
- Ability to create and implement age appropriate curriculum that engages and challenges the children
- Use redirection, logical consequences, and natural consequences to guide children.
- Offer reminders and choices to foster positive self-esteem development.
- Is an active, positive team member with supervisor, other staff, volunteers and members at all times by communicating effectively.
- Ability to be flexibility and have a “put me in coach” persepective
- Working collaboratively and mentor and coach your team to ensure success in the program and organization.
- Responsible for care and maintenance of program equipment, supplies and facility including daily clean up and proper use.
- A proactive approach to communicating with classroom teacher and school administration to ensure successful partnership.
- Follow all company and state policies and procedures.
- Respond immediately to the individual needs of children and families.
- Participate in monthly staff meetings.
- Actively participates in professional development trainings to ensure hit 25 hours of PD yearly.
- Maintain current first aid and CPR certification and ensure equipment/kits/materials are maintained and available.
- Support the vision, goals, and philosophies of the organization.
- Provide regular updates on site challenges, opportunities and best practices to supervisor
- Implement program assessment tools.
- Implement special event programs for parents, teachers and school community to participate in quarterly
- Express a desire to grow and learn in an ever-changing field



QUALIFICATIONS AND COMPETENCIES

- Must be "Lead Infant/Toddler Qualified" by EEC
- Must have at least 12 months' successful experience teaching in an infant or toddler classroom
- Must have Bachelors Degree and 30 or more college credits in ECE
- Flexibility: Thrives in a collaborative and fast-paced environment; is comfortable with gray areas; understands that the process is just as important as the end
- Perspective Taking: Comfortable working in a diverse environment and considers divergent opinions
- Coachable: Open to feedback and personal and professional improvement
- Commitment: Genuinely cares about children's and families' success
- Drive: Hunger to do an excellent job, a passion to own one's work, proactively comes up with systems and solutions to make one's work more effective
- Team Player: Upholds UTEC's mission, values and vibe
- Persuasion: Able to motivate others to pursue a course of action and try new things
- Organized: Handles responsibilities in an efficient, productive manner. Focuses on key priorities.
- Innovative: Creates innovative approaches to reach goals and ensures that the center's curriculum is hands-on, inclusive, and fun.
- Child-Focused: Makes curricular and operational decisions with children's interest at the center
- Family-Focused: Truly believes that guardians and parents are partners in children's learning and demonstrates warmth, friendliness and care toward families. Direct experience working with 17-25 year olds is also highly valued.
- Sense of Humor: Ability to laugh at oneself a must!

BENEFITS:

- 3 weeks paid vacation
- 7 paid sick days
- health/dental benefits (50-85% subsidized).

TO APPLY :

Strong candidates should submit a resume and thoughtful cover letter that describes one's experience and pedagogical philosophy to jobs@utec-lowell.org. Please type "Lead Infant/Toddler Teacher" in the subject line of the email. Candidates whom we choose to interview will be contacted. Please no calls or email about this position.