

St. Paul's Plus Preschool is excited to announce an opening for a full time position as an Infant and Toddler Teacher for the 2019-2020 school year.

### **St. Paul's Plus Preschool**

Founded in 1989, St. Paul's Plus Preschool, the preschool division of St. Paul's School for Girls, is an independent, co-ed preschool enrolling over 100 children ages six weeks to pre-K. *The goal of St. Paul's Plus is to provide a program to promote the growth – emotionally, socially, physically, and intellectually of each child at his or her own pace. Every effort is made to identify and fulfill the individual needs of each child so that he or she may realize his or her full potential. At the heart of the program is the knowledge that children need to feel safe and loved in order to reach out to the world around them. By demonstrating a positive, loving environment, our teachers help children build a bond of trust and care that forms a foundation for life-long learning.*

### **Position Description**

This is a year round full time position (12 months) under the direct supervision of the Executive Director and Assistant Director. The Infant/Toddler Teacher shall be responsible to:

- Work with assigned group of infants and toddlers applying best practices for infant/toddler care.
- Facilitate and nurture the development of each child's self-esteem, trust, and growing autonomy.
- Respond quickly to children's different and personal needs (verbal and non-verbal cues), temperament styles and abilities.
- Document daily individual needs, strengths, interests, service plans, attendance, and other related, pertinent information, as needed.
- Plan and implement lesson plan activities and experiences that are developmentally appropriate.
- Prepare and provide materials that are concrete and relevant to the children's interests and culture.
- Administer and accurately document initial and ongoing development using screening and assessment tools at established intervals.
- Review and carry out health plans for special diets, allergies, medication administration, etc.
- Partner with parents to develop educational and family goals and update regularly.
- Provide direct supervision and guidance to any assistant teachers in your classroom.
- Assist children and teachers with transition to next classroom
- Participate in regularly scheduled staff meetings, parent meetings, in-service training, and other meetings as directed.
- Other duties as assigned.

### **Key Qualifications**

- Minimum three (3) years as an infant/toddler teacher or caregiver.
- **Must have 90 hour and 45 hour certification.**
- Must be first aid and CPR certified.
- Must have Bachelor's degree in related field.
- Must be able to maintain strict confidentiality.
- Ability to maintain accurate records and submit in a timely manner.
- Ability to work as a team member.
- Provide leadership and guidance to assistants and parents.
- Must be organized, detail-oriented and have excellent communication skills.
- Must be familiar with Microsoft Office, including Outlook, Word, Excel, and Power Point.

This position is 100% full-time and a 12 month position. Salary is commensurate with experience.

Believing that every child is a child of God and that trust, understanding, and mutual respect lie at the heart of our community. St. Paul's School for Girls is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential.

We strongly believe that a diverse and inclusive environment is the best learning environment for our girls and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time faculty members are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include free lunch, fitness center and tuition remission. Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at [sduckett@spsfg.org](mailto:sduckett@spsfg.org). SPSG is an equal opportunity employer.