St. Paul's Plus Preschool is excited to announce an opening for a full time position as an Infant and Toddler Teacher for the 2018-2019 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. The successful candidate is eligible for full benefits package including, but not limited to, medical, dental, vision, disability, flexible spending and 403(b). Additional benefits include AFLAC, free lunch, dry cleaning service delivery and fitness center. Tuition remission is also available for full-time employees for 50% reduction in tuition fees at St. Paul's School for Girls, St. Paul's School and at St. Paul's Plus' Pre-School program for children ages two years old and older.

To apply for the position, please forward cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@spsfg.org. SPSG is an equal opportunity employer.