



# Framingham Centre Nursery School

24 Vernon Street, Framingham, MA 01701

508-875-8260

[www.fcnsma.org](http://www.fcnsma.org)

- Job Title:** Infant/Toddler Teacher (ages 2.0 to 3 years old)
- Reports to:** Lead Infant/Toddler Teacher & Director
- Location/Hours:** Framingham Centre Nursery School, School year: mid-August through mid-June. Hours to be agreed upon.

**Purpose of the Position:** The Infant/Toddler Teacher is responsible for supporting the Lead Teacher in providing a safe and developmentally appropriate toddler/preschool classroom in accordance with the policies, practices and developmental philosophy of Framingham Centre Nursery School (FCNS), Massachusetts Department of Early Education and Care (EEC) and National Association for the Education of Young Children (NAEYC)

## **Job Duties and Responsibilities:**

- Supervise and manage a developmentally appropriate toddler/preschool classroom program as set out by the Lead Infant/Toddler Teacher
- Be familiar with and assist in implementing with the policies, practices and developmental philosophy of FCNS, EEC and NAEYC
- Assist the Lead Infant/Toddler Teacher in all the routines and programs of the classroom such as snack preparation, maintaining of classroom supplies, cleaning tables, diapering children, taking attendance and other record keeping tasks
- Assist in free play times as well as in more directed activities either by working with individual children or the whole group
- Assist children to get ready for outdoor play and for going home.
- Supervise children's play, help them understand classroom rules and engage them in appropriate social/emotional play
- Assist the Gym and Music teachers by supervising and managing the children during these class times.
- Communicate with the Lead Infant/Toddler Teacher to go over the expectations for assistance, planning and implementation of the program, and participate in monthly team meetings
- Work collaboratively with internal and external cross-disciplinary resources such as FCNS staff, parents, service providers, community professionals if necessary
- Maintain a neat, clean, orderly and well-supplied classroom
- Assist in keeping common areas such as supply closet, bathrooms, kitchen, hallways neat, organized and stocked
- Remain current in the knowledge and practices of early childhood education, developmental expectations and child welfare and psychology.
- Maintain professional development requirements as set forth by Massachusetts Department of Early Education and Care (EEC)
- Attend staff training and development sessions as well as monthly staff meetings

### **Vital Contributions and Outcomes of the Position:**

Punctuality is an essential requirement. Infant/Toddler Teachers are to be working in the classroom no later than 8:45AM

### **Required Qualifications:**

- Massachusetts Department of Early Education and Care (EEC) Certifications:
  - Teacher Infant/Toddler
  - Teacher Preschool
- Associate Degree in Early Childhood Education or related field
- Bachelor's Degree in Early Childhood Education or related field preferred
- Minimum two (2) years experience as Infant/Toddler Teacher
- CPR and First Aid certified
- Work experience in a NAEYC facility is preferred

### **Other Desired Skills:**

- Ability to lift 40 pounds
- Ability to be sufficiently mobile: bend to perform various tasks numerous times throughout the day, stoop, sit on the floor, climb stairs, have the agility to move from a seated position to a standing position promptly to respond to emergency situations, perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being.
- Sensitivity to the feelings and needs of others as well as being able to relate well to children is essential
- Be prepared for outdoor activities on a daily basis
- Work as a contributing member of a team
- Be reliable and consistent
- Possess sound time management skills
- Possess excellent – written and verbal – communication skills
- Be technologically proficient