

## **Toddler Lead Teacher, 12 units Preschool**

### **ABOUT THE JCC EAST BAY**

The JCC East Bay is a welcoming home for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build interpersonal relationships, foster learning and curiosity, and offer accessible pathways to Jewish life. The JCC's core programs include early childhood education and preschool; camp and afterschool programs; teen engagement; older adult activities; intergenerational Jewish holiday celebrations; and ongoing opportunities to connect with Jewish life and our richly diverse community. The JCC East Bay operates from four locations: our full-service building in Berkeley, afterschool programs at Joaquin Miller Elementary and Hintil Cuu Ca Preschool in Oakland, and administrative offices on our soon to be flagship campus in Oakland.

### **POSITION SUMMARY**

The Toddler Lead Teacher will report directly to the Preschool Director and play a critical role in promoting a safe and welcoming environment to support the learning and individual growth of the preschool community. Lead teachers will create an environment of acceptance where children can grow with a positive self-concept, and where each child and staff member are treated with dignity and respect. Children will be enriched by a developmentally and culturally appropriate emergent curriculum.

### Curriculum Planning

- Maintain accurate daily records through the Remini platform.
- Develop an emergent learning environment that incorporates a commitment to learning about the Jewish community, values, and traditions.
- Plan and maintain a consistent routine and classroom management using a supportive, positive redirection approach.
- Document children's developmental progress and interests using the Remini communication platform.
- Ability to support other teachers' lesson planning; point person for collaboration around classroom lesson planning.
- Plan both short- and long-range activities in accordance with curriculum objectives, developmentally appropriate practice, and program philosophy.
- Comprehensive understanding of the developmental stages of children between 18 and 35 months.
- Comprehensive understanding of and ability to articulate to teachers and parents the positive guidance philosophy of the JCCEB, particularly for the developmental stages of children between 18 and 35 months.

### Classroom Safety

- Establish and maintain a well-organized, safe, and healthy environment for children.

- Check materials, equipment, and supplies to see that amounts are adequate and that everything is in good working condition; take preventative measures against hazards to physical safety.
- Maintain appropriate staff to child ratios for supervising children at all times.
- Complete accurate reports as directed (attendance, accidents/incidents, illness, medications administration, ID checks, etc.).
- Maintain cleanliness of the classroom - wash dishes, wipe counters, put things away etc.

## Support and Communication

- Be responsive to each child's individual needs.
- Observe and assess the cognitive, perceptual, spoken, non-verbal language, and social, emotional, physical, and personal developmental needs of each child. Share observations with families on areas of interest, strengths, and challenges.
- Point person for interceding in conflict resolution within the classroom; support an amicable resolution for children involved.
- Help children find a place of calm and comfort, and attend to any injuries.
- Build a supportive relationship with families.
- Establish positive communication with parents in daily conversation and formal parent conferences that facilitate the free flow of information about their children.
- Write a classroom newsletter.

## Supervisory Duties

- Bear the responsibility for the classroom, its management, the smooth flow and function of the schedules, and guidance and treatment of children.
- Provide care and active supervision to children and demonstrate an elevated level of responsiveness to needs as they arise, maintaining a physically and emotionally safe environment for learning.
- Role model a positive example to co-workers.
- Encourage Assistant Teachers to contribute to daily planning.
- Facilitate collaboration between teachers in the classroom.
- Ability to lead peer to peer professional development as needed.
- Communicate pertinent information from the Director to Assistant Teachers.

## General

- Lead team meetings for planning curriculum, other staff meetings and trainings, and other JCC staff meetings that follow an agenda.
- Participate in parent orientations, parent conferences, and community-wide activities and celebrations.
- Meet bi-weekly with the Preschool Director to discuss classroom, student, and/or team needs.
- Continue professional development through workshops and classes.
- Assist with early and/or late care, as needed.
- Commitment to Diversity, Equity, Inclusion, and Belonging work.
- Commitment to anti-bias education.

## REQUIRED MINIMUM QUALIFICATIONS

- 1-2 years of experience in an ECE setting and 12 or more completed ECE units.
- Bachelor's or Associate's Degree in ECE highly preferred.
- Knowledge of current research and practices in early childhood education.
- Proficient in various skill areas such as planning, scheduling, record keeping, classroom environmental design and arrangement, classroom management.
- Competent in various skills areas, such as music, art, science, literacy, mathematics, language development, and physical development.
- Maintain First Aid and CPR certifications.
- Ability to be on your feet and work a full 7.5 hour shift, 5 days per week.
- Ability to sit on the floor and to get up and down with ease.
- Ability to lift and carry a child, and help children with clothing, shoes or other needs.
- Ability to diaper change or help children with toilet needs.
- Quick reflexes to respond to the needs of children.
- Ability to work with teams of teachers in classroom settings.
- Ability to speak with parents about their children.
- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.

The salary range for this position is \$25.67/hour to \$27.85/hour. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish).

*The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.*

*Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.*