

## JOB DESCRIPTION

### TODDLER ASSISTANT TEACHER

#### Overview

- Location: 800 S Sheridan Blvd Unit A, Denver, CO 80226
- Hours: 8:30 am to 5:30 pm M-F
- Hourly Wage: \$18.00
- Reports To: Toddler Lead Teacher

#### School Description

Westwood Academy is a small program serving toddlers and preschoolers on the Denver/Lakewood border, opening in January of 2023. We are looking for our founding team of early childhood professionals to launch this exciting new program!

We are dedicated to what we call “Progressive Early Learning.” This means that we act in alignment with our values in everything we do. Working at Westwood Academy means joining a small, collaborative team of progressive educators who care about honoring family culture and welcoming all people. We are an LGBTQ+ friendly community and we are excited to welcome diverse people into our program as parents and as employees. We Believe In:

#### Building Independence

- Food Preparation
- Classroom Care
- Self-Care & Toilet Use

#### Collaborative Community

- Group Activities
- Being a Helper

#### Celebrating Family Culture

- Family Led Celebrations
- Lunches from Home
- Family Photos in Classroom
- All Faiths & Cultures Welcome

#### Kindness & Respect

- All Feelings Are Welcome
- Setting & Honoring Boundaries
- We Respect Our Classroom
- LGBTQ+ Inclusive

#### Safe Learning Environments

- Clean & Sanitary Classrooms
- Abuse Prevention Culture

#### Curiosity & Exploration

- Fun Learning Materials
- Engaging Outdoor Learning
- Always Asking Questions

### **Job Description**

The Toddler Assistant Teacher will serve as a key team member in the 15 months to 3-years-old classroom. The Toddler Assistant Teacher is essential to ensuring a joyful classroom culture and a safe learning environment for the children. Working closely with the Toddler Lead Teacher, the Assistant Teacher will help develop curriculum, plan activities, and support the children in learning independence.

### **Key Duties**

- Provide a safe and joyful learning environment for 10 children ages 15 months to 3-years-old
- Form strong connections with each family, learning about their culture, beliefs, and parenting styles
- Follow school curriculum and programming, always in alignment with the school's defined values
- Ensure the daily schedule is followed and that all children have ample opportunities for play, creativity, rest, food, outdoor time, and socialization
- Prepare morning and afternoon snack each day for the children
- Support the Lead Teacher in keeping records on each Toddler child by documenting their learning progress, behavior, temperament, personal preferences, and social interactions
- Support children in learning independence through activities such as food preparation, getting dressed, using the toilet, and engaging in self-care
- Monitor children for signals they need to use the toilet or need a clean pull up, ensure they are changed without delay and their hands are washed before they return to the classroom
- Facilitate a culture of abuse prevention by following all child abuse prevention guidelines and holding colleagues accountable for doing the same
- Maintain all required professional development records and ensure the PDIS system is regularly updated
- Ensure the classroom is tidy, and that all cleanliness and sanitation procedures are consistently followed by all adults and children working in the classroom
- Always maintain compliance with childcare licensing and health department regulations

### **Qualifications**

- Available to work M-F from 8:30 am to 5:30 pm
- Assistant Teacher Qualified in the state of Colorado
- First Aid & CPR Certified – Medication Administration certification preferred
- Clean criminal background check
- Available to start in January 2023

### **Compensation & Benefits**

- \$18.00 hourly wage

- \$300 per month health insurance/wellness stipend
- 10 paid holidays per year
- 10 paid vacation days per year
- 10 paid sick days per year
- Paid professional development

### **Physical Requirements**

- Lift and turn carrying up to 50lbs
- Sit on the floor for extended periods
- Lift arms overhead to place or retrieve items from high shelves or cabinets
- Engage in fine motor activity including but not limited to changing diapers, pulling zippers, closing buttons, demonstrating pincer grasp, and using writing utensils and eating utensils
- Spend up to two hours outdoors in cold and hot temperatures
- Reasonable accommodations are available upon request

### **How to Apply**

Please complete the following application for employment: <https://forms.gle/KFYyLQe1PXSN219RA>