**Heights to Heights Learning Center Toddler Lead**

The mission of Height to Heights Learning Center is to provide a trusted home away from home for the children in our care. With safety at the forefront, we will offer reliable, quality childcare services that meets the needs of the children, families, and the community we serve. With a handful of tender, love, and care we will nurture, educate, and stimulate, encouraging your little ones to soar from heights to heights.

All staff must meet certain educational and experience qualifications, get health screenings, and undergo background checks for FBI and State criminal histories in addition to child abuse and neglect clearances.

Meeting educational and experience requirements may qualify a person for a particular position but results of criminal history record checks and child abuse and neglect clearances will determine suitability for employment. The Office of Child Care may prohibit Heights to Heights Learning Center from hiring an individual based on background check findings.

Heights to Heights Learning Center offers a warm and supportive work environment, competitive wages, benefits, incentives, and an overall fun place to come to work every day!

**Candidates selected to fill a position MUST:**

* Have a warm and friendly personality.
* Be sensitive to the needs of children and be able to relate well with them.
* Maintain a professional attitude with children, parents, co-workers, and management.
* Be able to communicate professionally.
* Be prompt to work each morning and when returning from break. Notify the center in the event of illness or emergency.
* Maintain a neat, clean, and professional appearance.
* Attend staff meetings and required in-service training.
* Report problems with children or room management in writing to the Director immediately.
* Be knowledgeable of and prepared to implement program emergency procedures if needed.
* Follow all Heights-to-Heights Learning Center’s personnel policies and procedures.
* Be aware of and in compliance with state regulations.

**Candidates selected to fill a position will be responsible for:**

* Properly supervising children at all times and during all activities to ensure the safety of each child in their care.
* Being the primary caregiver for a small group of children, ages 18 months to 23 months.
* Planning and executing appropriate early childhood educational experiences with a variety of materials in developmental areas such as art, music, science, math, phonics, and literature.
* Planning, implementing, and supervising activities that promote healthy emotional, social, intellectual, and physical development of each child.
* Maintaining a clean, neat, and organized classroom that provides a positive environment for children to learn.
* Maintaining all educational equipment and material.
* Conducting parent conferences twice a year.
* Maintaining records of each child’s progress, growth, and development.
* Maintaining continuous communication with parents regarding each child’s developmental growth and behavior.
* Completing a written daily report for parents.
* Discussing and informing parents of any concerns, problems, or injuries to their child.
* Fulfilling all other duties as assigned.

**Toddler Lead Teacher Qualifications**

* 19 Years old or older.
* High School Diploma or Equivalent.
* 90 Hour Child Care Certificate or Degree in Early Childhood Education. Certificate should include 45 Hours Infant/Toddler Curriculum and 45 Hours Child Growth Development.
* 9 Hour Communication Course.
* 3 Hours in ADA Compliance
* 1 year of experience working with infants/toddlers and/or preschoolers in an approved setting or 1 year of college (30 semester hours), or Combination of experience and college equal to 1 year.
* Approved training in supporting breastfeeding practices.
* Current First Aid & CPR Certificate.
* Medication Administration Training.
* Emergency Preparedness Training.
* Developmental Screening: On Track: All Aboard for Developmental Progress.
* Basic Health and Safety Training.
* 12 Hours of Continued Yearly Training.
* COVID-19 Training.

The ideal Toddler Lead will be warm, kind, and loving! We look forward to hearing from you!