



Infant / Toddler Teacher

for all Jump Start Preschool locations

Job Type: Full-time or part-time

Locations:

Jump Start, 605 Springfield Street, Feeding Hills, MA 01030

Jump Start, 800 Amostown Road, West Springfield, MA 01089

Jump Start, 6 Mainline Drive, Westfield, MA 01085

Job Description:

The Infant / Toddler Teacher will play a vital role in providing a safe, nurturing, and developmentally appropriate environment for young children. This role involves planning and implementing engaging activities that support growth in all developmental domains, maintaining a clean and organized classroom, and ensuring the health and safety of each child. The Infant / Toddler Teacher will also partner with families to support each child's individual needs and contribute to the overall quality of the program.

Key Responsibilities:

Curriculum Planning & Implementation

- Develop and implement age-appropriate lesson plans that foster growth in social-emotional, physical, language, and cognitive development
- Support infants and toddlers through responsive caregiving, including holding, rocking, and interacting during routines and play
- Adapt activities to meet individual developmental needs, using observations to guide curriculum
- Provide sensory-rich experiences that encourage exploration and discovery

Classroom Management & Environment

- Create a warm, nurturing, and responsive classroom environment that promotes trust and security
- Maintain routines that provide predictability and comfort for infants and toddlers
- Encourage independence by supporting self-help skills (feeding, dressing, toileting as appropriate)
- Organize classroom layout and resources to support diverse activities and ensure accessibility for all children's levels
- Follow directions and recommendations from the Lead Teacher or Program Director

Classroom Organization & Cleanliness

- Keep the classroom environment clean, organized, and conducive to learning
- Conduct regular inspection, cleaning and sanitizing of materials and equipment
- Conduct all opening/closing duties as required
- Report any maintenance issues promptly to the Lead Teacher or Program Director

Health & Safety

- Perform routine caregiving tasks such as diapering, feeding, comforting, and napping according to EEC regulations and program policies.
- Ensure constant supervision of children and maintain required teacher-child ratios at all times
- Follow health and safety regulations, including hygiene practices, safe sleep practices, first aid, sanitation, emergency procedures, allergy protocols, support for medical conditions, and medication administration
- Ensure the classroom is safe and free from hazards
- Store, prepare, and serve snacks and meals to children in a sanitary manner

Child Development & Assessment

- Observe and assess each child's developmental progress, documenting growth and areas for improvement
- Communicate regularly with parents and caregivers about their child's development and collaborate on strategies for support, through daily updates, both informal and formal conversations, and meetings
- Maintain accurate documentation of each child's progress and development through progress reports

Family & Community Engagement

- Build strong relationships with families through regular communication and involvement
- Attend and participate in after-hours family engagement events such as open houses, graduations, and other program activities
- Collaborate with colleagues and utilize community resources to enhance educational opportunities

Professional Development

- Complete a minimum of 20 hours of professional development annually if full time, 10 hours if part time
- Stay current on best practices for infant and toddler care and development
- Attend monthly staff meetings to address program needs and contribute to team goal planning
- Work with internal and external coaches to support classroom practices

Regulatory Compliance

- Adhere to all EEC regulations and guidelines to ensure compliance and maintain program quality, including but not limited to
 - maintaining accurate attendance records
 - creating and storing injury and incident reports
 - maintaining appropriate teacher-child state ratios
 - following safety protocols
 - following program policies and procedures
 - providing consistent supervision
 - facilitating positive interactions

Professionalism

- Maintain confidentiality
- Be approachable and available to families
- Exhibit a positive attitude
- Be open to learning new things
- Be punctual and have good attendance
- Follow dress code
- Work well with others
- Solve problems and seek help when needed for classroom challenges
- Consistently demonstrate a genuine love for children
- Consistently strive to meet each child's best interests

Prerequisites:

- **Education:** Associate or Bachelor's degree in Early Childhood Education, or a related field
- **Experience:** Previous experience working with infants and/or toddlers in a childcare setting
- **Certification:** Massachusetts Professional Qualifications Teacher Certification
- **Child & Adult CPR and First Aid certification** (or willingness to obtain within 6 months)
- **Physical:** Ability to lift 50 lbs., bend and sit on the floor for long periods, and engage in active play
- **Completion of Strong Start 2.0 training**

Skills:

- Organization and time management skills
- Strong communication and interpersonal abilities
- Creative and adaptable teaching techniques
- Nurturing, calm and responsive caregiving style
- Patience, enthusiasm, and a genuine commitment to fostering children's development