



United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

Early Childhood Education Infant/Toddler Teacher

GENERAL DUTIES

The Infant/Toddler Teacher works directly with infants/toddlers aged 3 months to 2.9 years of age from diverse ethnic and cultural backgrounds. Infant/Toddler teachers are responsible for direct supervision of children, small group instruction, and providing a nurturing atmosphere to enhance the children's educational and social development. S/he is expected to conduct and document observations, use screening and assessment tools, and work with a co-teacher to develop and plan theme-based curriculum. Infant/Toddler teachers are expected to work closely with families to promote family program involvement. This job is full-time, 35 hours per week, Monday-Friday.

QUALIFICATIONS

1. Must be DEEC infant/toddler certified.
2. A CDA or Associates Degree in Early Childhood Education or a related field is preferred.
3. Experience with observation and screening and assessment tools a major plus.
4. An understanding and belief in working holistically with children and families is essential.

RESPONSIBILITIES

1. Plan and conduct daily activities for children.
2. Plan curriculum and prepare materials required to meet children’s educational needs and goals.
3. Maintain an orderly physical environment, which promotes optimal growth and development of children.
4. Responsible for observing, recording and reporting significant individual and group behavior.
5. Attend monthly staff meetings and conduct parent conferences
6. Develop and maintain a rapport with parents and encourage involvement in the activities of the program.
7. Assist in the preparation of reports required by the agency.
8. Continue to enhance teaching skills through participation in workshops/courses.
9. Possess a commitment to the broader goals of the center and willingness to participate in activities, professional development, and duties that relate to those program-wide goals and NAEYC/QRIS-driven goals.

PHYSICAL REQUIREMENTS (with or without accommodation)

- Must be able to climb, stoop, reach, stand, lift, feel, talk, hear, and be capable of repetitive motion.

- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly.
- Work requires close visual acuity.
- Position is not substantially exposed to adverse environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

**To apply, please email resume and cover letter to: humanresources@uses.org
In the subject line, please specify the position to which you are applying. No phone calls, please.**