

## UNITED SOUTH END SETTLEMENTS

*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](http://www.uses.org).*

### **Early Childhood Education Toddler Teacher**

#### **GENERAL DUTIES**

The Infant/Toddler Teacher works directly with inner-city children aged 3 to 33 months 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. 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 is a 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 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 weekly staff meetings, monthly family meetings, and must be available to 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

#### **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

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*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.*

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**To apply, please email resume and cover letter to: [humanresources@uses.org](mailto:humanresources@uses.org)**

**In the subject line, please specify the position to which you are applying.**

**No phone calls, please.**