

Infant Toddler Teacher

WAGE: \$15.00 to \$16.25/hr DOE + benefits

SCHEDULE: Full time, Monday - Friday

ABOUT US:

Portland Jewish Academy's Infant Toddler Development program supports the development of young children in a vibrant, secure, inquiry-based environment. We promote confidence, curiosity, awareness, exploration, problem solving, and social growth for infants and toddlers.

It is our conviction that children are capable and independent, and this is reflected across all developmental domains of learning. Children are encouraged to make choices, practice individual decision-making, and develop a sense of themselves as capable and as self-advocates. Children are viewed as thinkers, reflecting on their world, and as empathetic individuals who care for and engage with their peers and contribute to the community. Our educators generally work in teams of two and are given the autonomy to create an inquiry-based curriculum and are encouraged to use the ideas and interests of the children as a guide. It is because of our educators that our program thrives.

TO APPLY: Apply at our website, www.pjaproud.org (select "About Us," then select "Employment"). Please complete application and upload your resume and cover letter.

JOB SUMMARY: The Infant Toddler Teacher is responsible for the direct supervision, care, and educational development of infant and toddler children in PJA Early Childhood Education Program. This position is responsible for maintaining a consistently safe and nurturing environment, and for providing developmentally appropriate activities that provide opportunities for inquiry, independence, and social/emotional development.

ESSENTIAL DUTIES (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.):

1. Establish and maintain a safe environment that is responsive to the social/emotional, physical, cognitive, and language development of children in the program. Plan each day's activities to ensure a well-balanced program that includes individual and group play, active and quiet time, open-ended play and engaging with books and reading.
2. Lead and participate in play activities; monitor children to ensure safe play, observe play to curate activities based on children's interests. Model problem solving language and tools to support children in their play. Support children experiencing challenges and utilize safety measures as necessary.
3. Provide direct personal care to children, including changing diapers, supervising toileting, supervising rest time, and preparing children to go home with parents. Serve meals in accordance with proper hygiene standards; maintain a current food handler's card. Maintain cleanliness of the classroom space and help children wash hands regularly.

4. Support Jewish life, learning, and values, while encouraging an anti-bias environment of learning that embraces diverse family structures.
5. Observe and respond to children's needs over the course of the day; keep families informed through the use of daily charts and other methods. Construct newsletters to share with families about the children's learning and maintain reflective assessments in portfolios to further document children's learning.
6. Ensure that all associated records are complete and properly maintained, including the signing in and out of children and adults, daily sheets, and accident/incident reports as needed. Attend and participate in required staff trainings and meetings; participate in special programs as required and complete 15 hours of professional development each year.
7. Adhere to licensing requirements, including keeping children within both sight and sound at all times, maintaining educator/child ratios, signing in and out, and counting children regularly, particularly at beginning and end of each group transition.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Two or more years of experience working with infants - 3yrs in a comparable state certified group child care program; AND
- High School Diploma or GED; AND
- Current First Aid, CPR, Recognizing Child Abuse and Neglect, and Food Handler's certifications; AND
- Enrollment in the Oregon Central Background Registry.
- Knowledge of early child development.
- Knowledge of appropriate practice and age appropriate activities for assigned age group.
- Knowledge of developmentally appropriate behavior management techniques.
- Ability to communicate effectively children at their individual developmental levels.
- Ability to effectively execute activities.
- Ability to evaluate and record progress.
- Ability to organize and execute work independently.
- Ability to supervise and manage groups of varying sizes.
- Ability to meet and deal courteously and effectively with other employees, parents, and the public.
- Ability to remain calm and use good judgment during confrontational or high-pressure situations that may arise.
- Ability to work assigned schedules.

PHYSICAL REQUIREMENTS: Work is performed in an environment that is quite noisy and busy, and may include exposure to biological conditions including body fluids and waste, germs, and childhood illnesses. Physical requirements may include lifting children or heavy items (up to 30 pounds unassisted), bending, stooping, reaching, standing, climbing and walking. Work requires vision and hearing within normal ranges (corrected or uncorrected).

BENEFITS:

In addition to being a great place to work, the PJA offers the following benefits package to our employees. As a FT Employee of the PJA, you are eligible to participate in our Medical (fully or

partially employer paid depending on the plan you select), optional Dental, LTD plans and a 401k plan. We also offer a generous time off plan including: Sick Leave, Vacation, Personal Time (PTO-3 days/year) and Holiday pay (up to 24 holidays!). Free membership to the MJCC (www.oregonjcc.org) and tuition discount for children of our employees round out this generous benefits package.