



JOB DESCRIPTION OVERVIEW

Position Title: Toddlers/Twos Teacher (12 Month- 2 Years)

Educational Level: Four-Year Degree

Status: Full-time

Reports To: SMES Director

Employment Hours:

Monday, Tuesday, Thursday 8:15am - 3:15pm

Wednesday 8am-3pm

Friday 8:15 am - 12:15 pm.

School Mission and Values

Saint Michael Episcopal School's mission is to provide a nurturing, individualized, inclusive early childhood experience that is based on our four pillars - Love, Faith, Education, and Service.

We offer a curriculum to stimulate children's intellectual and spiritual growth with activities that foster creative thinking, develop strong character, and build a foundation in faith.

SMES seeks an outstanding educator for our Toddlers/Two's division whose duties and responsibilities are as follows:

Major Responsibilities:

- Commit to the school's mission and four pillars of serving SMES children through Love, Faith, Education, and Service
- Demonstrate knowledge of and support Saint Michael Episcopal School's mission, vision, policies and procedures, operating instructions, and confidentiality standards
- Plan, implement and evaluate lessons using Assigned Scope and Sequence Curriculum
- Engage children in daily classroom routines, arrange and design classroom activities to promote physical, cognitive, and social & emotional development
- Collaborate within a co-teaching model and teams planning and consistent learning experiences for students
- Attend to youngest learners needs, such as diapering, feeding, and ensuring their safety
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and imaginative play
- Observe and evaluate children's performance, behavior, social development, and physical health
- Demonstrate flexibility in working with all staff as needed to maintain quality programming, including substituting in other classes and helping as necessary.
- Assist in performing and maintaining standards as required by the Southwestern Association of Episcopal Schools, Texas Health and Human Services, and other governing bodies
- Complete 24 annual clock hours of continuing education in Early Childhood Education as required by the State of Texas
- Collaborate with church staff to support the spiritual development of students and strong church/school relationships

- Be committed to an environment that is supportive, respectful and compassionate to colleagues, SMES families and church parishioners
- Perform other tasks as required and assigned
- Lift children up to 25 lbs

Employment Requirements:

- Bachelor's Degree required
- Child Development Associates (CDA) credential and 3-5 years' experience with early childhood may be considered in lieu of bachelor's degree
- Background knowledge in the developmental characteristics and milestones of early childhood ages 12months-3 years old
- Employee must meet personal qualifications as outlined in the THHS Minimum Standards for Child Care Centers.
- Employee must have excellent communication skills (both writing and speaking) and refined work ethic as well as experience in effectively communicating with parents, students, and teachers/staff
- Employee must have basic computer skills, such as Microsoft, Google, and Brightwheel platforms
- Experience with the use of social media such as Instagram for parent engagement

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and all compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, religion, disability/handicap, or any other protected status in accordance with the requirements of all federal, state and local laws.