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| **JOB DETAILS** |
| **Job Title:** Toddler/Preschool Teacher**Company:** Circle of Boston Nursery SchoolCircle of Boston Nursery School, a bilingual Japanese/English center, is looking for a toddler program teacher. Knowledge of the Japanese language and culture is a plus.\*INSTRUCTIONAL RESPONSIBILITIES\*Responsibilities will include, but will not be limited to:\* Plan and implement the daily program and lesson plans, prepare the learning environment, set up centers, and prepare needed materials and supplies.\* Maintain a professional attitude at all times.\* Attend all staff meetings and recommended training programs, conferences, and school events, which are occasionally held on the weekend\* Help to maintain a neat and organized classroom and supervise all activities to ensure safety at all times.\* Help children establish good habits of personal hygiene; change diapers and assist with toilet training when applicable.\* Treat all children with dignity, respect, and love.\* Report to administrators any problem which may occur with the children. Observe, record, and report on the behavior of individual children as assigned.\*NON-INSTRUCTIONAL RESPONSIBILITIES Each employee must:\*\* Maintain open supportive communication with parents\* Communicate to Administrative Supervisor any educational, social, medical, or developmental student concerns before expressing these concerns to parents and/or students\* Demonstrate knowledge of procedures for responding to emergencies including, but not limited to CPR, First Aid, EpiPen administration, and evacuation of the school building\*PROFESSIONAL AND PERSONAL RESPONSIBILITIES Each employee will:\*\* Maintain an excellent attendance record and punctuality for school, assignments, and meetings\* Maintain teacher certificate and MA state regulations\* Meet everyday stress with emotional stability, objectivity, and optimism\* Remain positive and supportive of the school, the administration, and colleagues and do nothing to undermine the teamwork, collegiality, and overall morale of the school\*CREDENTIALS/EXPERIENCE AND ABILITIES REQUIRED:\*\* Be observant, patient, safety-conscious, and react calmly and quickly in an emergency situation.\* Have excellent interpersonal and verbal communication skills.\* Be knowledgeable of the growth and development stages of children with the ability to provide developmentally appropriate lessons\* Have the ability to lead and motivate others and plan and implement creative, hands-on, developmentally-appropriate lessons.\*BENEFITS:\*\* Medical Insurance reimbursement\* Paid Holiday, Vacation, Sick, Personal, and Birthday off\* Competitive Salaries\* Retirement Plan with a Company Match\* Child Care discountInterested candidates should apply via email. Please send a cover letter and resume. |