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| **JOB DETAILS** |
| **Job Title:** Toddler/Preschool Teacher **Company:** Circle of Boston Nursery School  Circle 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 discount Interested candidates should apply via email. Please send a cover letter and resume. |