

**Lead Toddler Teacher, Full-Time**  
**Grail Family Services**  
**Job Description**



**Job Title: Lead Toddler Teacher**

**Classification:** Full time, Non-exempt

**Salary Range:** \$29.00 - \$31.00 per hour plus benefits

**Reports To:** Site Supervisor

**Grail Family Services Overview**

Grail Family Services (GFS) partners with families, schools, and communities to promote children's success and well-being. We operate in a community where more than 50% of the children in local schools are not reading at grade level. At our preschool program, we strive to inspire a lifelong commitment to learning and to foster the intellectual, creative, social, emotional, and physical growth of all our students. We believe that strong partnerships with parents are the key to success. We support children's learning and development through innovative programs and partnerships that promote active learning and family engagement such as our Family Math Program, implemented in partnership with Stanford University's DREME Network and our Building Blocks of Parenting™ (BBP) App implemented in partnership with Santa Clara County Office of Education Head Start Program and FIRST 5 Santa Clara County. To fulfill our mission, we are part of several local, statewide, and national initiatives (Family Math, Economic Mobility). For more information, please see our website at [www.gfsfamilyservices.org](http://www.gfsfamilyservices.org).

As part of our work, we prioritize collective impact; we understand that one organization alone cannot address all the needs of our community. To that end, we are founding members of the Si Se Puede Collective (please see below).

**Position Summary:**

The Lead Toddler Teacher is responsible for planning and implementing a learning environment and experiences to help toddlers develop socially, intellectually, physically, and emotionally. They ensure the development and safety of these children in accordance with Title 5 and Title 22 regulations, per program requirements. Teachers will be respectful of children and parents, and ensure that equipment and facilities are clean, safe, and well maintained.

**Example of Duties and Responsibilities:**

- Assist Site Supervisor in the development and implementation of a developmentally appropriate program for children
- Assist in the planning and implementation of activities to meet the physical, emotional, intellectual, and social needs of the children in the program
- Ensure equipment and the facility are clean, well maintained, and safe at all times
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Supervise children, ensuring children are supervised at all times
- Establish routines and provide positive guidance

- Under the supervision of the Site Supervisor, perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- Assist Site Supervisor to collect data on children's learning through the different parts of the Curriculum Framework; assess children's current levels and progress using DRDP, ASQ, and ASQ- SE
- Integrate special needs children in a positive and respectful manner
- Maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.
- Liaison with children's families to ensure a smooth transition from preschool to kindergarten as needed.
- Maintain accurate, complete, and timely client and agency records; Completes daily meal and attendance records.
- Act as a Mandatory Child Abuse and Neglect Reporter, as required
- Additional duties may be assigned as required

**Education and/or Experience:**

- Child Development Associate Teacher Permit or higher (required prior to start)
- BA degree with 24 units in Child Development or Early Childhood Education including core courses in Child/Human Growth and Development; Child, Family and Community and Program/Curriculum.
- 2 years teaching experience
- Have 15 hours of health and safety training or willing to obtain within six months
- Understanding of principles and best practices of early childhood education
- Familiarity of child assessment tools (California DRDP tool, ASQ/ASQ-SE)

**License or Other Requirements:**

- Must be 18 years of age or older
- CPR and First Aid certified
- Proof of Influenza, Pertussis and Measles Immunizations
- Act as a Mandatory Child Abuse and Neglect Reporter, as required
- Proof of completion of Mandated Reporter Providers Training Certification
- Ability to pass a Criminal Background Check/Fingerprinting, per Title 22 regulations (obtained prior to start)
- Current negative Tuberculin test and health report, per Title 22 regulations (obtained prior to start)
- Able to lift up to 30 pounds chest high

**Language Skills:**

- Bilingual-Spanish/English, preferred
- Ability to read, analyze, and interpret data, general business periodicals and governmental regulations in the English language
- Must possess adequate communication skills to present facts and recommendations effectively, both oral and written

**Salary and hours:**

- This is a regular, non-exempt, full-time position (about 40-hours per week), with some evenings and weekend hours required
- Pay range for this position is \$29.00 - \$31.00 per hour, depending on qualifications and experience.

**Compensation and Benefits**

- Full-time schedule (40-hours/week); with some evenings and/or weekend hours required.
- Medical, vision and dental insurance, valued at over \$6,000 per year, no employee shared cost.
- First year: 10 vacation days and 11 paid holidays with accrual based on 40 hrs. per week
- Generous sick leave policy: 8 hours per month with accrual based on 40 hrs. per week
- Eligible for 2 floating holidays per year after satisfying eligibility requirements
- 401(k) Retirement Plan, with employer match contribution
- This position reports to the Site Supervisor

**To apply:**

- Please email cover letter and resume to [jobs@gfsfamilyservices.org](mailto:jobs@gfsfamilyservices.org).

***Grail Family Services is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.***