



## **Toddlers and Twos Job Description Overview**

Employment Status: Salaried Non-Exempt  
Employment Hours: MWF teacher – Monday and Wednesday 8:30-12:30, Friday 8:30-1:30 (13 hours)  
TTH teacher – Tuesday 8:30-12:30, Thursday 8:30-1:30 (9 Hours)  
5 day teacher – Monday-Thursday 8:30-12:30, Friday 8:30-1:30 (22 Hours)  
Employment Term: Mid August 2022 – May 2023

### Major Responsibilities:

- Plan and implement a weekly lesson plan, design activities to promote cognitive, social, and physical development, as well as experiential activities with special attention to fostering the self-esteem of each child.
- Observe and evaluate children’s performance, behavior, and development.
- Supervise children in a safe and nurturing environment.
- Establish and enforce expectations for behavior and classroom routines.
- Maintain a safe, clean, and organized classroom and shared play areas.
- Establish consistent and appropriate communication with parents and children.
- Uphold all policies and procedures in the classroom, on the playground, and those pertaining to employee conduct.
- Greet and welcome each child and parent at arrival and departure.
- Demonstrate flexibility in working with all staff as needed to maintain the quality of the program.
- Assist in performing and maintaining all standards required by THHS Minimum Standards for Child Care Centers.
- Complete 24 annual clock hours of continuing education in Early Childhood Education as required by the State of Texas.
- Remain current on CPR and First Aid as required by the State of Texas.
- Lift children up to 40 pounds.
- Perform other tasks as required.
- Change diapers and help with care of young children.

### Employment Requirements:

- A bachelor’s degree in Early Childhood Education or Child Development, a teacher’s certificate, or a Child Development Associate Credential preferred.
- Employee must meet the qualifications required by THHS Minimum Standards for Child Care Centers in the State of Texas.
- Employee must pass background check and fingerprinting.
- Employee must meet the personal qualifications outlined in the Preston Royal Preschool Employee Handbook.

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