



**JOB DESCRIPTION FOR THE POSITION OF TODDLER CO TEACHER**  
**Annette's Preschool**  
**Hinesburg, Vermont 05461**

**Summary** The Toddler Co-Teacher is responsible for the care and education of infants age 24-36 months. The Co-Teacher is responsible for creating a warm and nurturing relationship with each child and family. Using observation and assessment tools, the Toddler Co-Teacher documents each child's growth and learning in relation to his or her developmental level and the Vermont Early Learning Standards to design an age-appropriate curriculum that supports communication, social skills, and autonomy through exploration and play. The Toddler Co-Teacher reports to the center Director and Assistant Director.

**Job Responsibilities**

- Maintain an open, friendly, and cooperative relationship with each child and family to promote a strong home-school connection.
- Initiate daily classroom activities to promote exploration through physical, emotional, cognitive and linguistic domains (e.g. sing-a-longs, art projects, sensory exploration, and outdoor gross motor stimulation).
- Document observations and assessments over time to gather information on each child's developmental level to design appropriate curriculum.
- Respond to the children through appropriate touching, holding, smiling and speaking in a positive tone of voice to convey acceptance and positive self-worth.
- Supervise infants in all areas of the classroom or outdoor environment.
- Inspect the school site and equipment for potential safety hazards; taking corrective action or informing the Director to prevent injuries.
- Comply with all Vermont Child Care Licensing Regulations and Annette's Preschool Employee and Policy Handbooks.

**Preferred Experience and Qualifications**

- B.A. in Early Education or CDA minimum.
- Two years (+) experience working with children, and implementing developmentally appropriate curriculum for infant (age 12-24 months) in home or center based settings.

- Experience observing and assessing children (ages 24-36 months).
- CPR/First Aid training very helpful.

### **Required Skills and Abilities**

- Display a genuine disposition for engaging toddlers and promoting curiosity and learning.
- Knowledge of the VT Early Learning Standards.
- Be able to work both independently and cooperatively with other staff members.
- Be professional, punctual and prepared.

### **Work Environment and Expectations**

Annette's Preschool is a 4 STAR early care and education program that views each child as an individual with a unique developmental profile. Through age appropriate programming, Annette's serves children age 6 weeks to 12 years. The mission of Annette's Preschool is to achieve the highest level of professional development, build a community where families feel connected to one another and to the wider community, and to cultivate sustainable environmental choices and business practices to create a healthy environment for the children and teachers who care for them.

### **General Pay and Contract Provisions**

- 40 hour work week with hours between 7:00AM and 5:30PM.
- Competitive compensation commensurate with education and experience.
- Benefits available.

### **To Apply**

Send cover letter and resume to [jobs@annettespreschool.com](mailto:jobs@annettespreschool.com).