



Two-Year Old Teacher

Please note that this is an overview of the job description for the Two-Year-Old Instructor position. There may be additional expectations, rules, etc. that are not explicitly outlined below in which you would be required to adhere. Each employee will have an offer letter, which outlines the details of their employment to include compensation, benefits and paid time off.

The Two-Year-Old instructor will create a safe, flexible class environment favorable to learning and personal growth; to establish effective rapport with students and know their individual needs to be successful; to motivate and challenge each student to reach their highest potential; to ensure you provide them with a solid foundation to be lifelong learners.

Responsibilities include:

- o Teaching reading, writing, language arts, social studies, mathematics, science, and citizenship in a safe and nurturing environment.
- o Developing lesson plans for whole group instruction, and individualized and small group instruction that will follow the curriculum and meet the needs of each student.
- o Establishing and maintaining a high standard of student behavior using strategies that will ensure a functioning learning atmosphere in the classroom.
- o Evaluating student's academic and social growth by keeping appropriate records and progress reports.
- o Communicating with parents through phone calls, notes, conferences, and any other means necessary to discuss the student's progress in Plato's academic program.
- o Identifying the needs of each student and cooperate with other professional staff members to help overcome any challenges, be it academic or behavioral.
- o Creating an environment conducive to learning by creating functional and engaging classrooms with displays, learning centers, and libraries.
- o Maintaining a professional presence by dressing professionally and acting in a professional manner on and off the campus.

The minimum qualifications for this position are:

- o HS Diploma or equivalent
- o Completion of Parts I & II of the required DCF Child Care Training
- o Current CDA & Staff Credential or in progress of obtaining credential preferred
- o Current background checks
- o Completion of 5 hour Birth-Age 3 Early Literacy course (or to be completed within 90 days of hire)
- o Current First Aid and CPR and Blood Borne Pathogen Training
- o 10 hours annual in-service training