

Classroom Teacher

Barnard College, Columbia University

New York, NY

Teacher

Posted on June 14, 2022

Job Description

The Classroom Teacher is responsible for all aspects of overseeing the toddler classroom both within the classroom and administrative tasks

Responsibilities

Primary teacher in toddler classroom; may be co-teaching

- Work with Associate Director in the supervision of teaching team – including assistant teachers, student teachers, and HS interns, including classroom supervision, feedback, evaluation and assisting with debriefing sessions.
- Work with Associate Director to implement and revise curriculum to meet individual needs of children, including developmental delays; identifying and developing plans to meet special needs; supervision of teaching team to implement plans, in consultation with the Director and Associate Director.
- Ongoing documentation of child observation, including assisting with student and assistant teachers' observation records; developing full observation narratives for each child based on daily records in order to create full descriptions of each child.
- Communication with parents, including parent-teacher conferences.
- Assisting with toddlers during the caregiver series sessions.

Serves as co-teacher for afternoon classes.

Administrative responsibilities include:

- Write letters of recommendation for toddlers as needed

- Participating in protocols necessary for licensure, including attendance and fire safety.
- Assisting with ongoing maintenance of classroom.
- Participating in the annual review and revision of documentation and debriefing procedures.
- Participating in required workshops and conferences for DOH licensure.

Research, Seminar and Outreach responsibilities include:

- Participate in research protocols, including completion of questionnaires, toddler research paradigms, recording of specific observations, and collecting parental research forms.
- Attend weekly Toddler Center seminar and work with students in the class
- Interact with outside agencies as needed.

Performs additional duties and responsibilities as needed.

Qualifications

Requirements:

- M.A. in Early Childhood Education or related field; preferably licensure in early childhood; or 18 or more credits towards master's degree and ongoing progress toward completion of master's degree
- Minimum of 5 years experience direct work with young children in group setting; at least 3 years with toddler age.
- Prefer licensure in early childhood

Physical Demand:

- High activity level
- Ability to lift child up to 50 pounds
- Repeated movements from sitting to standing up; bending down to child level

Application Instructions

Please apply to our [online portal](#) with resume and cover letter.

Additional Information

Additional information about the Toddler Center can be found at: <https://barnard.edu/our-program>

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=3869>