PORTLAND JEWISH ACADEMY
At the Schnitzer Family Campus

Job Announcement

Toddler Teacher

OPENING DATE: July 20, 2017
START DATE: August 24, 2017

WAGE: $28,000 - $30,000/yr. DOE + benefits
SCHEDULE: Full-Time, M-F

ABOUT US:
Portland Jewish Academy's Infant/Toddler Development program supports the healthy development of young children in a vibrant and secure environment. We promote confidence, curiosity, awareness, exploration, problem solving, and friendship building for infants and toddlers. Our program thrives because of our outstanding staff. We currently have an opening for a Toddler Teacher.
Come join our team today!

TO APPLY: Apply at our website, www.pjaproud.org (select "About Us," then select "Employment"). Please complete application and upload your resume and cover letter.

Application materials may also be obtained by contacting the HR Department at Portland Jewish Academy, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0126.

JOB SUMMARY: The Toddler Teacher is responsible for the direct care and supervision of infant children in the PJA Early Childhood Education Program. This position is responsible for maintaining a consistently safe and nurturing environment, and for providing developmentally appropriate activities that stimulate participants' exploration of the world around them.

ESSENTIAL DUTIES (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.):

1. Establish and maintain a safe environment that is responsive to the social/emotional, physical, cognitive, and language development of children in the program. Plan each day's activities to ensure a well-balanced program that includes individual and group play, and active and quiet time.

2. Lead and participate in play activities; monitor children to ensure safe play. Model appropriate problem solving behavior. Implement discipline and safety measures as necessary.

3. Provide direct personal care to children, including changing diapers, supervising toileting, and preparing children to go home with parents. Supervise naps. Serve meals in accordance with proper hygiene standards; maintain a current food handler's card. Maintain cleanliness of the childcare room.

4. Observe and evaluate children over the course of the day; keep parents informed of daily issues and progress. Maintain confidentiality.

5. Ensure that all associated records are complete and properly maintained. Compile and submit required written reports. Attend and participate in required staff trainings and meetings; participate in special programs as required.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Two or more years of experience working with toddlers in a comparable state certified group child care program; AND
- High School Diploma or GED; AND
- Current First Aid, CPR, Recognizing Child Abuse and Neglect, and Food Handler's certifications; AND
- Enrollment in the Oregon Central Background Registry.
- Knowledge of early child development.
- Knowledge of appropriate practice and age appropriate activities for assigned age group.
- Knowledge of developmentally appropriate behavior management techniques.
- Ability to communicate effectively children at their individual developmental levels.
- Ability to effectively execute activities.
- Ability to evaluate and record progress.
- Ability to organize and execute work independently.
- Ability to supervise and manage groups of varying sizes.
- Ability to meet and deal courteously and effectively with other employees, parents, and the public.
- Ability to remain calm and use good judgment during confrontational or high-pressure situations that may arise.
- Ability to work assigned schedules.

PHYSICAL REQUIREMENTS: Work is performed in an environment that is quite noisy and busy, and may include exposure to biological conditions including body fluids and waste, germs, and childhood illnesses. Physical requirements may include lifting children or heavy items (up to 30 pounds unassisted), bending, stooping, reaching, standing, climbing and walking. Work requires vision and hearing within normal ranges (corrected or uncorrected).

BENEFITS:
In addition to being a great place to work, the PJA offers the following benefits package to our employees. As a FT Employee of the PJA, you are eligible to participate in our Medical (fully or partially employer paid depending on the plan you select), optional Dental, LTD plans and a 401k plan. We also offer a generous time off plan including: Sick Leave, Vacation, Personal Time (PTO-3 days/year) and Holiday pay (up to 24 holidays!). Free membership to the MJCC (www.oregonjcc.org) and tuition discount for children of our employees round out this generous benefits package.

PJA is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.