WILLISTON
NORTHAMPTON SCHOOL

Position Title: **Toddler Teacher/Children's Center**

Last Updated: November 2026

Reports To: Children's Center Director

Status: Non-Exempt; Full-Time Hourly

Schedule: Academic year; 40 per week 42 weeks; Actual hours will be assigned per the needs of the department
Some weekend and special event coverage as necessary. Additional summer program hours available.

Benefits: Full Benefit Eligibility
Tuition Remission Eligible - No

Summary Description:

This position is responsible for assisting the Children Center's Director and teachers in program development and implementation, supervision of children and working as a member of the Children's Center team.

Essential Functions:

- Carry out developmentally appropriate activities and experiences in accordance with the philosophy and practices of the Children's Center
- Maintain expectations of daily routine and classroom environment
- Supervise and be actively involved with children assigned to your activity; responsible for health and safety at all times
- Assist teachers with caring for children in the classrooms, on walks, or on the playground
- Set-up lunch areas, which include cleaning tables, setting up dishes, and preparing foods
- Float between all classrooms to insure sufficient coverage and supervision of all children at the Center
- Responsible for direct supervision of children enrolled at the Children's Center
- Treat all children with dignity and respect. Use guidance and discipline strategies that are consistent with positive parenting, and protocol in place at Center
- Assist the Director and other staff in developing positive family-center relationships
- Attend all staff meetings and recommended training/professional development programs as directed
- Engage in behaviors conducive to team building with other staff, such as open communication, encouragement, support and tolerance of each other
- Responsible for implementation and monitoring of ethical standards, and best practices for childcare and center-related services
- Must know emergency procedures and protocol
- Must be EEC certified as Teacher or Lead Teacher

Additional Responsibilities:

- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- All Williston employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- Perform a variety of clerical/administrative/program tasks as needed
- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Other duties as needed or assigned by the Children's Center Director

Qualifications:

- High School Diploma Required
- Must be EEC certified as Infant/Toddler Teacher or Lead Teacher
- Associate degree preferred in Early Childhood Education
- Must demonstrate experience working with children
- Flexible demeanor
- Appropriate organizational and communication skills
- Valid First Aid and CPR certificate issued by an authorized agency
- Ability to work independently
- Ability to perform light housekeeping duties as required
- Solid computer skills including working knowledge of Word, Excel, Outlook, and the Internet
- Strong skills for multitasking and prioritizing responsibilities as situations arise and priorities may change frequently and rapidly
- Must be able to work intuitively and independently as well as part of the Child Center team
- Demonstrated interpersonal and communication skills for successfully interact with diverse constituents that utilize the center
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license and have own transportation
- Having a cell phone is an expectation of employment at Williston, not only for communication purposes, but also for the school's emergency protocols
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:
The person in this position:

- Regularly communicates with other staff, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Occasionally moves small/medium sized items and/or children that may weigh up to 25 pounds
- Is capable of moving freely about the center to accommodate the needs of the childcare program
- Regularly operates computers and/or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, visitors
- Is capable of remaining in a stationary position, (i.e. sitting, standing, squatting, stooping), for extended periods of time

Working Environment:

- The employee may be exposed to antiseptics and disinfectants
- The noise level at times may be loud in the work environment
- The employee may come in contact with children who are ill/contagious, colds, flu, etc.
- The employee may be exposed to odors/bodily fluids associated with toileting or when children become ill
- The environment may be stressful at times, with a number of situations happening at once

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.