

# eliminating racism empowering women

# ywca

## Central Massachusetts

Position:	Assistant Toddler Teacher
Accountability:	Lead Teacher
Availability:	8:30am – 5:30pm, Monday – Friday
Location:	Westboro
Hourly Rate:	\$10.75 - \$13.00 based on education and experience
CORI Required:	Yes

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### General Function:

Assist in managing the ongoing programming in assigned classroom(s) in a professional and confidential manner and in a way which incorporates the developmental/culturally sensitive philosophy of the Center to ensure the highest quality of care, as well as compliance with NAEYC standards, Department of Early Education and Care requirements, QRIS, and health and safety regulations.

### Responsibilities:

- Assist in planning, implementing and maintaining a curriculum (Gold) and creating an environment where children can learn and grow at their own pace, interact comfortably with adults, and have opportunity to participate in individual and group (small and large) activities as appropriate to program area.
- Supervise children in play and structured activities.
- Maintain a safe and clean environment for children; performing light housekeeping duties as needed.
- Communicate with parents on a daily basis, participate in parent activities as appropriate, and assist Teacher in working with those families in need of intervention.
- Assist in preparing and maintaining classroom records as requested.
- Attend scheduled staff meetings; maintain Health and Safety and CPR certification; complete 20 hours of training each year as required by DEEC.
- Follow the Individual Staff Development Plan (ISDP).
- Perform other duties as requested.

### Qualifications:

- Minimum of 18 years of age
- DEEC qualified
- Willingness to enroll in BA Early Childhood Education degree program
- Ability to relate with co-workers/parents in a cooperative and positive manner
- Solid computer skills
- Maintain EEC Professional Qualifications (PQ) Registry

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### How to apply:

If you are interested in applying for the above position send resume to:

Email: [HR@ywcaworcester.org](mailto:HR@ywcaworcester.org)

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts  
Attn: Director of Human Resources  
1 Salem Square  
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.