About Hockaday:

The Hockaday School is an independent, college preparatory day and boarding school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,000 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Position Description:

Hockaday is seeking a part-time afternoon toddler teacher for our Child Development Center (CDC). Children range in age from twelve months to two years. The class has eight children with two teachers. The part-time afternoon toddler teacher will support the morning CDC teachers by following the lesson plan and caring for the young toddlers in the CDC.

Essential Functions:

- Abide by Hockaday’s Tenets of Staff Excellence
- Supervise and ensure the safety and wellbeing of the children
- Remain aware of the needs of the children as individuals and as a group
- Support children’s emotional and social development, encouraging understanding of others and positive self-concepts
• Active hands-on involvement with children including diapering, hand washing, singing and playing
• Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods
• Assist with keeping the classroom organized and store toys and materials to ensure order in activity areas
• Organize and participate in outside activities, such as games, gardening, outside play
• Be familiar with and follow all the center’s policies
• Keep the Director of the CDC informed in advance of program needs
• Handle discipline promptly and in accordance with stated policies
• Other duties as assigned

Qualifications/Experience:

• Associates degree in child development or at least 2 years of experience working with young children or in a childcare setting
• Obtain and maintain current first aid and CPR certification
• Working knowledge of child development and relevant benchmarks that accompany child growth
• Must be able to relate to children and respect each child as an individual
• Must have the ability to complete appropriate training as required by the state on an annual basis
• Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment, including young children, students, co-workers, parents, alumnae, volunteers, and the public.
• Ability to follow detailed instructions and procedures and work independently
• Basic understanding and ability to use computers and technology such as email and basic office equipment
• Adaptability, honesty, teamwork, energy, enthusiasm, dependability, flexibility, willingness to listen and learn, work ethic, patience, a sense of humor, and congeniality are essential

Physical Requirements and Work Environment:

• Regularly works in standard classroom conditions and climate and occasionally works outdoors in varying weather conditions and climate
• Regularly uses close and distance vision to observe children from various distances
• Frequently required to move around the classroom and position oneself to work with small children on the floor
• Ability to respond and react appropriately to verbal outbursts, physical actions or bodily fluids as a part of the child care environment
• Ability to frequently lift, carry, hold, and move students and items weighing up to 45 lbs. across the classroom
• Ability to push a stroller occupied with up to six children
- Ability to recognize and react calmly and effectively in hazardous or dangerous situations
- Works in an occasionally stressful environment, effectively dealing with a wide variety of challenges and a varied and diverse array of contacts
- Stamina to maintain attention to detail despite interruptions
- Ability to occasionally work flexible hours to complete required training, attend evening meetings, or perform other duties as assigned

**Application Requirements:**

Qualified candidates should complete an online application for employment under How To Apply at [https://www.hockaday.org/about/employment](https://www.hockaday.org/about/employment) and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.