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Greater Midland
Coleman Family Center

Location

4839 N Coleman Schools Dr.
Coleman, MI 48618

Salary

\$12.50 per hour

Schedule

Monday – Friday minimum of
6hrs/day; operational hours
6:30am-6pm

Why You Should Apply

As a full-time employee at Greater Midland, you receive:

- > The opportunity to make a lasting impact on families while gaining valuable hands-on experience.
- > On-the-job training!
- > Health Insurance, PTO, holidays, 401k match, life insurance, AD&D and long-term disability, Paid Maternity/Parental Leave and more
- > A free family premier membership at any of our centers
- > Discounts on Greater Midland programs and services

(Job Code: GM1004)

Lead Toddler Teacher

The Position

Under the direct supervision of the Director of Early Childhood, the Lead Toddler Teacher is responsible for providing high quality care to children enrolled in the Early Childhood Program. This role is responsible for implementing a consistent daily routine, planning and overseeing the execution of age/developmentally appropriate learning opportunities and managing assistant teachers assigned to their classroom.

Major Job Responsibilities

- > Maintain persistent assessment, tracking and documentation of activities, progress, milestones, Key Developmental Indicators.
- > Engage with parents through written, verbal and social media platforms building healthy relationships with parents/guardians, staff and children.
- > Supervise Assistant Teachers, Volunteers, Co-ops/Interns and ensuring accountability to high quality standards.
- > Ensure every child's daily basic needs are met, including but not limited to: engaging at child's level, diapering/toileting, food prep/service, supporting personal hygiene practices and support physical, cognitive and social/emotional development.
- > Produce comprehensive lesson plans compliant with center curriculum, consistently implement and oversee the implementation of appropriate conflict resolution steps and classroom licensing guidelines.
- > Maintain effective scheduling within the classroom including keeping scheduled times current in the scheduling app, managing both scheduled and unexpected time off.
- > Approval of staff time worked and PTO (when applicable).
- > Maintain compliance with State of Michigan Licensing at all times.
- > Complete 24+ hours of professional development annually, CPR/First Aid as needed.

Qualifications

- > Must be at least 19 years of age
- > Have a High School Diploma, GED or equivalent required
- > CDA (Early Childhood Education or Child Development)
- > Bachelor's Degree preferred
- > Experience working with children
- > TB and Fingerprint clearance required

Physical Requirements

- > Ability to lift a minimum of 50 lbs
- > Bending, twisting and reaching required
- > Ability to get up and down from floor/sitting position as required
- > Ability to walk while pushing stroller/buggy for minimum of 45 minutes

More Information About Greater Midland: Greater Midland promotes vitality and builds belonging through recreation, wellness, and social services that encourage lifelong pursuit of learning, personal fulfillment, and good health. We respect differences and promote equality for all, offering programs and services that reflect the community's needs. Founded in 1919, Greater Midland's seven operating units have grown to include Midland Community Center, Coleman Family Center, Corporate Wellness, Curling Center, North-End Fitness Center, North Midland Family Center, and Tennis Center. We employ more than 500 people country-wide and positively impact an estimated 80% of City of Midland residents with 60% of those living in Midland County. Learn more at www.greatermidland.org.