



Transforming Parents' Lives. Improving Children's Futures.

Toddler Room Teacher's Aide

Warren Village Learning Center is looking for a candidate who has experience working in a classroom with toddlers. This classroom is looking for an individual who takes a child directed approach and can work in a co-teaching environment and share the responsibilities of lesson planning, working on child assessments and planning around the children's interest. The hours for this position are 8:30AM to 5:30PM.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. We believe in empowerment and that any person, given the right opportunities, can achieve true self-sufficiency. We want to attract candidates for this job who believe in the transformative power of individual agency coupled with collective supports.

The Warren Village Learning Center serves children ages 6 weeks to 10 years old in a comprehensive and high quality early learning environment. The Learning Center is a NAEYC Accredited Center. Our teaching teams are dedicated to providing a supportive and nurturing learning environment that helps foster the development of the whole child. We are in the beginning stages of implementation of Conscious Discipline, which is a social emotional self-regulation program for both adults and children.

Job Description - Summary

Essential Duties & Responsibilities:

- Development of professional techniques and skills that promote quality early childhood education
- Develop and maintain cooperative and respectful relationships
- Supervision and management of young children
- Maintain complete and accurate records.
- Coordinate and collaborate with other WV employees, volunteers, parents & donors
- Maintain classroom and general building appearance
- Maintain compliance with regulatory agencies
- Works collaboratively and cooperatively with other employees to achieve the Warren Village mission
- Other duties as assigned.

Qualifications:

Preferred qualifications:

- High school diploma or GED.

Minimum qualifications:

- Ability to communicate effectively with residents, staff, volunteers, and other community representatives.
- Ability to lift at least 40 pounds.
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- CPR and First Aid Certification or willingness to obtain.
- Knowledgeable about the Colorado Department of Human Services Licensing Regulations, the Colorado Department of Public Health and Environment Regulations, and the Denver First Department Regulations that govern childcare facilities.
- Ability to work the evenings or weekends when requested.
- Must be committed to Warren Village's mission and culture.

Salary & Benefits: This is a full time, year round position with an attractive benefit package including medical, dental, and vision insurance as well as sick time, paid time off, flexible spending accounts, company paid Life, STD, and, LTD insurance, a child care discount in our fully accredited Early Learning Center, and a matching 403(b) retirement plan. Salary is commensurate with experience and educational credentials.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: Toddler Room Teacher's Aide.

- Resume
- Cover Letter
- Unofficial Transcripts