



Joy Child Development Center
 10111 East Eagle River Loop Road
 Eagle River, Alaska 99577
 907-694-2755
 Fax: 907-694-1467

Employee	
Job Title	Lead Teacher
Age Group	Toddlers; 19 months to 3 years
Employment	Full-Time
Overtime Status	Non-Exempt
Wages	
Hours	Between the hours of 6:45-6:00pm, M-F
Reports to	JCDC Directors
Trial Period	

Job Overview:

The Lead Toddler Teacher is responsible for guiding the daily care, learning environment, and classroom routines for a toddler classroom. This role supports children’s development through responsive caregiving, developmentally appropriate curriculum, and strong relationships with families and team members. The Lead Toddler Teacher provides structure and consistency within the classroom while working collaboratively with assistant teachers and administration.

This position is not a supervisory or management role but does carry responsibility for classroom planning, organization, and communication.

Roles/Responsibilities:

- Plan and implement developmentally appropriate activities aligned with the assigned curriculum and the needs of toddlers
- Establish and maintain consistent daily routines that support children’s emotional security, independence, and engagement
- Create a warm, inclusive, and well-organized classroom environment
- Support toddlers’ social, emotional, physical, and cognitive development through responsive caregiving



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- Assist with diapering, toilet learning, hygiene, and transitions in a respectful, developmentally appropriate manner
- Observe and document children's development, behavior, and progress as required
- Maintain active supervision of children at all times
- Ensure the classroom remains clean, safe, and organized throughout the day
- Follow all health, safety, sanitation, and infection control procedures
- Ensure required safety equipment and first aid supplies are available and accessible
- Maintain required classroom documentation related to learning, care, and behavior
- Support written and/or photographic documentation in accordance with center policies
- Communicate professionally and respectfully with families regarding classroom routines and general updates
- Work collaboratively with assistant teachers to support consistent care and classroom flow
- Share concerns, observations, or support needs with administration in a timely manner
- Model family-style dining and age-appropriate social behaviors
- Call roll and support meal counts for breakfast, lunch, and afternoon snack
- Maintain confidentiality regarding children, families, and staff
- Arrive on time and prepared for each workday
- Attend required staff meetings and professional development
- Follow all Joy CDC policies, procedures, and licensing requirements

Qualifications & Physical Demand:

- Must be over the age of 18 years old
- High school diploma or equivalent
- Current Adult & Pediatric CPR/First Aid certification
- Completion of required annual professional development hours
- CDA (preferred) or willingness to obtain one
- Degree in Early Childhood or Elementary Education (preferred)
- Prior experience working with young children, preferably toddlers
- Ability to lift at least 35 lbs and meet physical demands of toddler care
- Pass required background check and fingerprint clearance



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- Proficient in reading, writing, and speaking English

I meet the qualifications of and understand and accept all of the duties and responsibilities stated in this job description. I also accept the hours, wages, paid holidays, and employment period specified.

Administrator Signature/Date

Employee Signature/Date