



Established in 1968, IBA – Inquilinos Boricuas en Acción is a dynamic community development corporation in Boston's South End. IBA's mission is to empower and engage individuals and families to improve their lives through high-quality affordable housing, education, and arts programs.

We are looking for:

**Lead Infant/ Toddler**

**EDUCATOR**

(Full-Time)



### This position is for you if you:

- ▶ Want to be part of a mission-driven organization serving the evolving needs of Boston's Puerto Rican and Latino-identified community.
- ▶ Have experience work with infants and toddlers
- ▶ Are Spanish / English bilingual
- ▶ Are customer service oriented
- ▶ Like working collaborative to achieve excellence
- ▶ Ability to prepare reports for parent meetings

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Greets children and parent / guardians in a professional and enthusiastic manner each day
- Guide babies and toddlers through educational / development bilingual curriculum
- Display a patient and calm personality coupled with a loving approach with every child.
- Contribute positively to the behavior and social interaction of the children.
- Conduct meeting with parents and build secure relationships with the children
- Promote and foster each child's positive self-esteem and individual development to achieve their fullest potential of physical, social, emotional, and cognitive growth.
- Maintain a happy, sanitary and relaxed atmosphere by following daily procedures and routines.
- Prepare and execute nap time routine creating a relaxing environment for the infant / toddlers.
- Maintain written documentation of each child's daily activities to include but not limited to diapering, feeding and sleeping habits, and forward reports to parent/ guardians.
- Teach children appropriate curriculum including the alphabet, numbers, colors, shapes, hand washing, and potty training.
- Develop and maintain a positive and confidential relationship with the parents of every child; provide thorough communication about the program and each child's progress.
- Plan, implement program bilingual curriculum, assessment and instructional models that conform to proven best practices.
- Assess the needs and development of individual children to ensure health, safety, education and social development of each child in the group; assess through observation, recordkeeping, progress reports and plans.
- Provide daily experiences and activities that stimulate physical, social, emotional and cognitive growth and develop language and literacy skills using developmentally appropriate practices and curriculum based on each child's developmental progress and needs.
- Promote positive self-esteem and attitude for learning.
- Follow daily routines that help children keep themselves and others healthy and safe i.e. hand washing, toileting, brushing teeth and other classroom management techniques.
- Schedules and conducts formal, individual parent-teacher conferences at least 3 times a year
- Maintain progress reports
- Work with the Program Director to obtain the needed services for families and children
- Comply with and consistently follow the National Assoc for the Education of Young Children (NAEYC) and the Dept of Education Guidelines and Standards for Education and practice.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES CONTINUED

- Use the Early Childhood Education Rating Scales (ECERS) for monitoring quality and evaluating programming.
- Maintain and overs all compliance and regulatory data for operation and accreditation
- Ensure all children in the program leave safely and child care area remains in order
- Participate in IBA's annual events; other duties as assigned

## GENERAL COMPETENCIES AND QUALIFICATIONS REQUIREMENTS

- Minimum Bachelors' degree in Education, Early Childhood Development or related field preferred
- 3 years of experience working in early childhood education
- Certifications in hand or ability to obtain Teacher Certification from MA Dept of EEC
- Bilingual Spanish / English preferred; excellent written and oral communication skills
- Knowledge of different curriculum approaches, Teaching Strategies Gold, preferred
- CORI requirement
- Certified in First Aid and CPR for children
- Highly positive and enthusiastic style capable of motivating children.
- Computer literate
- Motivated to learn and work in collaboration with others to achieve excellence
- Ability to work under tight timelines; be flexible and customer service oriented

## COMPENSATION AND BENEFITS

Minimum starting pay : \$30.25 hourly (\$55,055 annualized). Benefits include health, dental and vision insurance; Flexible Spending Account (FSA); a generous HRA plan provided by IBA (\$8,700 or \$17,400 based on single or family coverage) for out-of-pocket medical expenses; 401K plan with annual employer contribution; generous amount of paid time off and free parking (based on availability)



### Work Culture:

IBA is located in Boston's historic South End in an ethnic and culturally rich Latinx community. IBA management and staff represent the community as majority Spanish bilingual. Our commitment to inclusion, equity and empowerment is inherent in IBA's mission, imbedded in our values and demonstrated in the ways we work together to achieve mission impact and outcome goals.

To apply please submit a resume and cover letter

to:

[ibaboston.isolvedhire.com](http://ibaboston.isolvedhire.com)



**Organization:** Inquilinos Boricuas en Acción, Inc.

**Location:** Boston, MA

**FLSA Classification:** Non - Exempt

**Supervisor:** Preschool Program Director

---

As an EOE/AA employer, IBA will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification, veteran, or disability status.