



**Hathaway Brown School** 19600 North Park Boulevard,  
Shaker Heights, Ohio 44122 [www.hb.edu](http://www.hb.edu)

## Part-time Job Opportunities Various Hours

This position works during the academic school year from August-June

**Job Title: Part-time Infant/Toddlers/Twos Teachers** (Multiple positions due to expansion)

**Department:** Infant/Toddler Center - Early Childhood **Posting Date:** July 29, 2020 - Until filled **Reports To:** Director of Infant/Toddler Center **Times Needed:**

**Position #1** M/W/F 12:00-3:00 (infants) - Filled

**Position # 2** M/W/F 3:00-6:00, T/Th 3:00-5:30 (infants) - Open

**Position #3** Th/F 8:00-11:00 (infants) - Pending

**Position #4** M-F 2:45-6 (toddlers) - Pending

**Position #5** M-F 3:00-6:00 (toddlers) - Open

**Position #6** M-F 3:16-6:00 (two's) - Pending

The Infant/Toddler Center at Hathaway Brown School is seeking individuals to assist as needed on a part-time basis with the care and guidance of children coming into the center. We are looking for a teacher who is practiced in developing and implementing curriculum, working as a collaborative member of a team, and documenting progress using appropriate developmental guidelines. Strong written and verbal communication skills are a priority. You will be responsible for working with a team and assigned responsibility to our children being cared for during the part-time hours.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To direct the activities of The Center and to provide instruction and care for children in a caring and structured manner. Other duties may be assigned.

**EDUCATION and/or EXPERIENCE:** A minimum of an Associate's degree (preferably in Early Childhood); preferred Bachelor's degree (B. A.) from four-year College or university; and/or a minimum of two years' experience working with infants and toddlers (an equivalent combination of education and experience). Knowledge of Conscious Discipline is a plus.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents and/or employees of an organization.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, sit, kneel, stoop, talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Interested and qualified candidates should submit their resume and letter of interest via email (preferred) to:

[hrstaffing-itc@hb.edu](mailto:hrstaffing-itc@hb.edu)

Mail: Hathaway Brown School, ID: #ITC072920  
19600 N. Park Blvd., Shaker Heights, Ohio 44122.  
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