



Infant/Toddler Lead Teacher

Posting 7/12/2025 (internal/external)

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Now Hiring: Infant/Toddler Lead Teacher

Location: Manistee Area Public Schools – Early Childhood Education Center

We're growing—and so is our team!

MAPS is excited to expand our Early Childhood Education Center to include care for infants and toddlers. We are looking for a compassionate, attentive, and experienced **Infant/Toddler Lead Teacher** who is committed to providing high-quality care in a nurturing, developmentally appropriate environment.

Position Overview:

The Infant/Toddler Lead Teacher is responsible for ensuring a safe, engaging, and responsive classroom environment for children ages 0–3. This role includes supervising daily routines, maintaining licensing compliance, communicating regularly with families, and working collaboratively with a team of early childhood professionals.

Key Responsibilities:

- Provide loving, responsive care to infants and toddlers in alignment with developmental best practices.
- Maintain a safe and clean classroom environment that supports the physical, emotional, and cognitive development of young children.
- Ensure compliance with all State of Michigan licensing requirements and regulatory trainings.
- Lead the implementation of a developmentally appropriate curriculum.
- Communicate effectively with families through ProCare and other school-approved channels.
- Supervise and support assistant caregivers in daily routines and classroom activities.
- Monitor and document developmental milestones, daily routines, and child progress.

Qualifications:

- Infant/Toddler CDA or higher in Early Childhood Education (or actively working toward one)
- Experience working with children 0–3 years old in a licensed child care setting
- Strong communication and collaboration skills
- Familiarity with ProCare (or willingness to learn)
- Current CPR/First Aid Certification (or willingness to obtain)
- Ability to meet all state licensing requirements including background checks and annual training hours

PAY/BENEFITS: TBD - Edustaff Employee

EXPIRATION DATE: Until Filled

TO APPLY: Internal
Email or Letter of Interest
External
Letter of Interest and application (attached)

Submit required materials to :
Sara Schubert, sschubert@manistee.org

District Policy: *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*