



Toddler Lead Teacher || Job Description

About Lilian Prep

Lilian Prep Early Education Academy is a nonprofit preschool committed to providing a nurturing, inclusive, and high-quality early learning environment for children ages 15M–5YR. Our program is grounded in play-based learning and thoughtfully designed curriculum that supports each child's unique developmental stage, learning style, and social-emotional growth.

Position Summary

The Lead Teacher is responsible for planning and implementing a developmentally appropriate, play-based curriculum while maintaining a warm, safe, and engaging classroom environment. This role works closely with Assistant Teachers and administration to ensure high-quality programming aligned with Massachusetts EEC regulations and Lilian Prep's mission.

Key Responsibilities

- Plan and implement daily curriculum aligned with Lilian Prep's multi-curriculum approach (Montessori, Reggio Emilia, and Creative Curriculum).
- Maintain responsibility for classroom management, supervision, and safety at all times.
- Observe, assess, and document children's development and progress throughout the year.
- Foster positive relationships and build an ongoing communication with all families.
- Support children's social-emotional development using positive guidance strategies.
- Ensure compliance with EEC regulations, follow all health and safety policies, and program procedures at all times.
- Work and collaborate with Assistant Teachers and Float staff during the day.
- Participate in staff meetings, professional development, and ongoing training.
- Contribute to a collaborative, supportive, and mission-driven team culture.

Required Qualifications

- Minimum of Bachelor's degree (BA or BS) in Early Childhood Education, Child Development, Psychology, Education, or a closely related field.
- 1–2 years of experience working in an early childhood classroom setting, preferably with toddler-aged children (15 months–2.9 years) and/or 2+ years of professional experience working directly with young children in educational, childcare, or youth-focused settings.

- Must meet Massachusetts Department of EEC Lead Teacher Certification Requirements
- Successful completion of EEC Background Record Check (BRC) and Fingerprints
- Valid CPR and First Aid Certification (In Person)
- Must be able to lift 25 lbs.

Skills & Competencies

- Strong understanding of child development and developmentally appropriate practice.
- Excellent communication and interpersonal skills.
- Ability to multitask, manage classroom routines, and adapt to dynamic environments.
- Strong teamwork and collaboration skills.
- Organized, dependable, and able to take initiative.
- Passion for inclusive, child-centered, and high-quality early education.

Compensation & Program Philosophy

Compensation at Lilian Prep reflects our nonprofit mission, location, and commitment to high-quality early education. Our salary structure is designed to support skilled educators, intentional curriculum planning, and developmentally responsive teaching practices that honor each child's unique way of learning. We offer other benefits such as health insurance, dental care, and overtime pay for extended after-hours staff meeting and/or PD training, paid time off, and sick leave, etc.

- 40 hours a week || Full-Time Teachers will receive PTO and Health Insurance
- 7:30 AM — 4 PM *Early Shift OR 9 AM – 5:30 PM *Late Shift
- Salary Range: \$40,000 - \$52,000 annually (based on qualifications and experience)

Why Join Lilian Prep

- Mission-driven nonprofit early education program grounded in equity, inclusion, and child-centered learning
- Small classroom sizes that allow educators to build meaningful relationships with children and families
- Hands-on curriculum design, where educators are encouraged to contribute ideas, adapt lessons, and co-create learning experiences that reflect children's interests and developmental needs
- A professional training and educator development program that supports ongoing learning, reflection, and growth in the classroom and beyond
- Opportunities to work closely with higher education partners, including universities and educator preparation programs, supporting mentorship, residency, and professional pipelines
- Collaborative work with community organizations and service providers to support children and families holistically
- Supportive, team-oriented culture with open communication, collaboration, and shared leadership