

Mary Johnson

Daycare Teacher

(617) 555-0173 • Cambridge, MA 12345 • priyanka.b@email.com

Lead daycare teacher and EEC-qualified Lead Teacher with 11 years in NAEYC-accredited programs. Plan and run preschool classrooms, mentor new teachers, and own family engagement and licensing prep. Comfortable acting as director-in-charge during program reviews.

Professional Experience

Lead Preschool Teacher and Mentor, Birchwood Children's Center, Cambridge, MA
2020 – Present

- Lead a classroom of 20 children ages 3-5 with two assistants, using The Creative Curriculum and GOLD assessment.
- Onboard every new teacher in the preschool wing (7 hires in 4 years), covering EEC regulations, family communication, and behavior plans.
- Wrote the center's revised challenging-behavior protocol, which cut formal incident reports by about a third in the first year.
- Serve as director-in-charge two days a week when the director is offsite, handling pickup issues, sick calls, and ratio coverage.
- Co-led the 2023 NAEYC reaccreditation, organizing 40+ classroom portfolios and family surveys.

Preschool Teacher, Riverbend Day School, Somerville, MA
2017 – 2020

- Taught a class of 16 four-year-olds with one co-teacher, planning thematic units and weekly small-group goals.
- Wrote and ran two parent education nights per year, with average attendance of 28 families.
- Built individual portfolios with photos, work samples, and GOLD checkpoints for each child.
- Trained four practicum students from Lesley University across three school years.
- Stepped in as long-term substitute for the toddler lead during a 12-week parental leave.

Toddler Teacher, Acorn Hollow Early Care, Medford, MA
2014 – 2017

- Co-taught a toddler classroom of 9 children ages 15-33 months and managed the daily schedule.
- Rebuilt the room's arrival routine so drop-offs stopped backing up into the hallway each morning.
- Tracked allergies, medication, and IEP-style notes for three children with documented needs.
- Helped the director prep for two EEC licensing visits, both renewed without conditions.

Assistant Teacher, Acorn Hollow Early Care, Medford, MA
2013 – 2014

- Supported the lead toddler teacher with feeding, diapering, and outdoor time for 9 toddlers.
 - Documented daily routines on paper logs and helped transition the room to a digital app.
 - Completed 20 hours of EEC-approved coursework on infant and toddler development.
 - Covered the infant room one afternoon a week during staff lunches.
-

Education

M.Ed. in Early Childhood Education, Lesley University, 2019

B.S. in Human Development, University of Massachusetts Amherst, 2013

Massachusetts EEC Lead Teacher Certification (Preschool and Infant/Toddler)

Pediatric CPR, First Aid, and Medication Administration, current

Key Skills

- Creative Curriculum and GOLD
- Mentoring and new-teacher onboarding
- Family conferences and parent education
- Lesson planning across age groups
- Bengali (fluent)
- EEC licensing and NAEYC accreditation
- Challenging behavior protocols
- Director-in-charge coverage
- Portfolio assessment
- Spanish (working)