

# Monica Alvarez

## Lead Toddler Teacher

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### SUMMARY

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Lead Toddler Teacher with 9 years in early childhood classrooms, including 4 years leading a room of 13 toddlers and 2 assistant teachers. Designs curriculum around toddler development, uses positive guidance for classroom management and mentors new staff. Builds lasting family communication that keeps re-enrollment high, and holds a CDA and a degree in human development.

### EXPERIENCE

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#### Lead Toddler Teacher

08/2022 - Present

Barton Creek Early Learning

Austin, TX

*Four-star Texas Rising Star center with 180 children and 4 toddler rooms.*

- Lead a room of 13 toddlers ages 18 to 36 months and direct 2 assistant teachers on daily roles.
- Design curriculum plans from toddler development goals and share them weekly with families and the director.
- Mentor 5 new teachers in classroom management and positive guidance, and all 5 stayed past their first year.
- Develop relationships with 26 families through monthly newsletters and conferences, holding 95% re-enrollment.

#### Toddler Teacher

06/2019 - 07/2022

Hill Country Kids Academy

Austin, TX

*Licensed center serving 120 children from infancy to pre-K.*

- Taught 11 toddlers with 1 assistant, planning language, music and sensory lessons each week.
- Assessed toddler development with checklists twice a year and flagged 4 children for speech screening.
- Introduced a family potty training guide adopted by all 3 toddler rooms in the center.
- Organized a classroom lending library of 120 books that families borrowed every week.

#### Assistant Teacher

08/2017 - 05/2019

Little Bluebonnet Child Care

Round Rock, TX

*Small licensed center with 50 children.*

- Supported lead teachers in toddler and twos rooms with 10 to 14 children each.
- Covered breaks in 4 classrooms each day while keeping state ratios in place.
- Prepared snacks and lunches for 14 children each day while following 3 allergy plans.

### SKILLS

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|------------------------|-------------------------------|-----------------|
| • Classroom Management | • Staff Mentoring             | • Leadership    |
| • Toddler Development  | • Family Communication        | • Multi-Tasking |
| • Curriculum Planning  | • Developmental Assessment    |                 |
| • Positive Guidance    | • Pediatric CPR and First Aid |                 |

### EDUCATION

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#### Bachelor of Science

05/2017

The University of Texas at Austin

Austin, TX

Human Development and Family Sciences

### CERTIFICATES

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#### Child Development Associate (CDA) Credential, Infant/Toddler

02/2019

Council for Professional Recognition

#### Pediatric First Aid/CPR/AED

07/2025

American Red Cross