

Position/Title: **TEACHER-EARLY CHILDHOOD LEARNING CENTER**
Classification: Non Exempt Full-Time
Reports To: TBD one of the following: Director, Assistant Director or Early Childhood Coordinator of the Early Learning Center
Location: 38 Lawrence Street, Lawrence, MA 01840
Compensation: Based on experience and Agency guidelines

ABOUT THE YWCA

The YWCA of Greater Lawrence is a social change organization which exists today for the same reasons it was founded back in 1892: to assure that women have the tools, skills and opportunities needed to become and remain personally and economically self-sufficient. Behind every one of our milestones is a story, a journey and an unwavering commitment to improving the lives of women and their families. The breadth of our offerings is great, with every program and service molded to our mission of helping to foster peace, justice, freedom and dignity for all. Each year we serve over 15,000 people from our Lawrence, Haverhill, Lynn and Salem, NH locations, where people know they can turn for caring, compassionate and highly skilled support.

POSITION SUMMARY

The Teacher is responsible for **all aspects** of the daily operation of her/his assigned classroom ensuring that it functions at the highest quality standard and meets criteria established by state licensing guidelines. This includes but is not limited to the following areas of responsibilities.

ESSENTIAL FUNCTIONS

Classroom Management

The teacher is responsible for all aspects of the classroom environment ensuring that it meets all criteria established by licensing and NAEYC accreditation standards. The teacher's role is to design the classroom to promote interesting areas that are well organized, attractive and rotated regularly. This includes but is NOT limited to the following:

- Monitor the overall condition of all child care space and any other areas children may utilize (i.e. safe, clean, neat);
- Ensure that children are supervised at all times and that they are involved in safe and developmentally appropriate activities that meet their physical, emotional, intellectual and social needs;
- Plan, coordinate and facilitate daily activities, assisting children in classroom learning activities, both in small and large groups and on an individual basis;
- Provide supervision and guidance to other staff and/or volunteers who are assigned to your classroom;
- Maintain ongoing observation and anecdotal records of children to use in curriculum planning and referral services if necessary;
- Maintain children's daily attendance and meal attendance records. Follow up on children who are out for 3 or more days;
- Know all emergency procedures and ensure that any new staff assigned to your classroom is well versed in YWCA emergency systems and procedures;
- Develop and maintain a classroom environment that promotes positive interactions with staff, children and parents;
- Plan and implement activities to model and encourage the development of mutual respect between children and adults;
- Facilitate the development of self-control in children by using consistent, positive guidance techniques as outlined in the YWCA Behavior Management Policy;
- Complete and submit all required paperwork and reports to your supervisor on time.

Parent Interaction & Communications

The YWCA provides childcare to parents so that they may work and become economically self-sufficient in order to provide for their family. It is the responsibility of the Teacher to nurture and maintain open lines of communication with parents, provide support and referral services as needed, and to act as a resource to the parent in the areas of age-appropriate parent-child interaction. This includes but is NOT limited to the following:

- Keep parents informed of program expectations, program activities and their child's progress;
- Encourage parent involvement and support through a variety of channels i.e. parent communication boards, monthly feedback forms and regular communication regarding daily activities, child interactions and individual progress reports;
- Greet parents in a friendly manner and encourage their feedback;
- Conduct 2-3 parent conference meetings per school year

- Work with parents to ensure a smooth home-to-school transition and keep them involved in their child's education.
- Provide resources to parents, and support parent in roles regarding behavioral, individual educational plans, core evaluations, etc.
- Participate in two family nights a year

Curriculum Assessment & Observation

The curriculum is a way to ensure that the teacher is intentional in planning a daily schedule that maximizes children's learning through effective use of time, materials used for play, self-initiated learning, and creative expression. Linking the curriculum with the assessment tools is critical in developing individualized learning. Assessment is the process of observing, recording and otherwise documenting what children do and how they do it as a basis for a variety of educational decisions that affect the child.

- Implement the Breakthrough To Literacy curriculum and monitor individual student progress;
- Incorporate outdoor activities in your daily curriculum ensuring a well-balanced and healthy daily routine;
- Develop culturally appropriate activities and programs with written lesson plans.
- Develop activities that introduce math and literacy concepts.
- Observe children and record their progress by keeping daily notes;
- Complete Creative Curriculum Developmental Continuum four times a year.
- Complete the ITERS environmental assessment annually.

Quality Compliance

The YWCA is committed the providing the highest standard of quality care and education to the children we serve. The Teacher is responsible for providing a safe and developmentally appropriate program in accordance with all relevant legislation, policies and procedures.

- Complete health and safety checklist on a daily basis, report any issues immediately to Director and follow-up when completed.
- Know and comply with EEC Licensing Standards and NAEYC Accreditation Standards
- Know and maintain USDA Food Service Program guidelines and reports
- Know and implement emergency procedures.

Professional Growth & Development

To meet the highest program standards staff must possess the skills and education to provide those services. The YWCA is committed to supporting the individual professional growth and development of our teachers. Teachers are expected to engage in as many activities as possible to build their skills and further their professional goals.

- Participate in a minimum of 20 of training with at least 5 hours dedicated to special needs training;
- Complete and maintain a written Individual Professional Development Plan and document ongoing progress;
- Complete a Professional Work Portfolio;
- Attend scheduled staff meetings and increase your childcare skills and competence by taking advantage of ongoing training opportunities.

QUALIFICATIONS

- Must be at least 21 years of age with a minimum of EEC Teacher credentials and remain on a consistent education plan that would include obtaining an Associate Degree in Early Childhood Education no later than 2010: **or** Associate Degree/Baccalaureate Degree/Advanced Degree in Early Childhood Education; **PLUS** meet current EEC staff requirements for the position.
- A strong commitment to excellence, professional ethics and the desire to work in a team centered environment; The ability to read/write and express oneself in English;
- Dependable and efficient with strong interpersonal, planning and organizational skills;
- A non-judgmental attitude and a sensitivity to children who may have behavior problems and to parents who may lack appropriate parenting skills;
- The ability to adapt to change, perform multiple tasks, and work independently with minimal supervision;
- Current first Aid/CPR Certification (or within 3 months of employment);
- Show documented proof of current physical exam, negative TB test and proof of MMR immunity. (Hepatitis B immunity is advisable). A CORI check is required.

PHYSICAL & MENTAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to sit (at times on the floor with children) and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Work is varied in nature and is performed with frequent interruptions and some emergency situations, which demand the ability to respond immediately, calmly, effectively, and efficiently.

It is expected that all professional staff will function as self-directed members of a team. The activities and performance of the individual in this position shall meet appropriate professional standards and be in keeping with the philosophy and purpose of the YWCA of Greater Lawrence.

The YWCA of Greater Lawrence is an equal-opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, relation or national origin.

To apply for this position, send cover letter, resume and salary requirements to Priscilla Robinson at probinson@ywcawlawrence.org.