

Boys & Girls Clubs of Dorchester

Early Education Teacher Job Description

PRIMARY FUNCTION:

Responsible for providing a safe and developmentally appropriate program for toddlers (ages 15-36 months) and preschool children (ages 2.9 years to 5 years) in a co-teaching environment.

We believe that learning takes place through a continuous process of interaction between a child and his/her environment through exploring and experimenting. Each new experience contributes to a child's understanding of the world. We are committed to providing a safe, supportive and stimulating environment where a child can develop trusting relationships and enhance their emotional well-being.

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

- Responsible for the care and education of children, ensuring their safety and well-being at all times.
- Work enthusiastically with children helping to instill positive values.
- Responsible for planning, preparing and implementing developmentally appropriate curriculum accordance with NAEYC criteria and Massachusetts Guidelines.
- Administer and accurately document initial and ongoing development using screening and assessment tools at established intervals using the TS Gold system.
- Maintain accurate records including curriculum plans, attendance, emergency forms, accident and incident forms, child observations and assessments.
- Responsible for securing health, hygiene and safety, and overall well-being of children at all times.
- Prepare the learning environment for children to learn through active exploration and interaction with adult caregivers.
- Spends time directly interacting with children (indoors and outdoors).
- Communicate daily with parents and maintain positive relationships.
- Maintain confidentiality of records and information of staff and families.
- Notify Director of any issues regarding children or parents.
- Provide training, guidance, leadership, and technical assistance to assigned assistant teachers.
- Attend staff meetings and 20+ hours of training per year both on and off site.
- Participate in the PQ Registry: Quality Rating Improvement System (QRIS).
- Carry out mission, vision and values of BGCD.

SKILLS/KNOWLEDGE REQUIRED:

- Must be EEC Toddler or Preschool Teacher certified.
- Must be familiar with policies and procedures including EEC regulations and NAEYC criteria.

- Must have a degree in Early Childhood Education or a related field.
- Must be CPR and First Aid Certified and able to maintain certification.
- Must be a team player.
- Must be able to take initiative.

HEALTH POLICY:

Evidence of a recent physical (within last 12 months) and immunization history (2 doses of MMR and Neg. TB) must be submitted.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Childcare employees must be able to perform the following essential functions:

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the classroom or on the playground.
- Lift 40 pounds from the floor to a waist-high table when necessary.
- Crouch/kneel/stoop to a child's height, maintain eye contact at the child's level, sit on the floor and stand tall enough to reach children on the highest piece of equipment.
- Be aware of the cognitive, social and physical needs of children.
- Handle the responsibilities and routine stress often associated with providing childcare services.

BACKGROUND REQUIREMENTS:

Applicants must complete and pass a CORI, SORI and Background check.