

Boys & Girls Clubs of Dorchester

Early Education Teacher Job Posting

ARE YOU LOOKING FOR A REWARDING TEACHING OPPORTUNITY AT A WELL-ESTABLISHED TOP TIER NON-PROFIT EARLY EDUCATION PROGRAM WITH EXCELLENT TEACHER-CHILD RATIOS, A WARM SUPPORTIVE ENVIRONMENT AND EXCELLENT WORK-LIFE BALANCE?

Boys & Girls Clubs of Dorchester is seeking experienced and energetic Toddler and Preschool Teachers to join our team. Our co-teaching model provides a safe, supportive and stimulating environment where infants (2-18 months), toddlers (ages 15-36 months) and preschool children (ages 2.9 years to 5 years) can develop trusting relationships and enhance their emotional well-being.

Our Early Education Program is located in Dorchester, Massachusetts with free on-site parking available, and our 8-hour workday includes a one-hour paid lunch. Full-time staff benefit offerings include: vacation, sick and personal time, medical, dental, vision, short-term and long-term disability, group life insurance, supplemental insurance and a 401k plan with an employer match and safe harbor contribution. Professional development is provided on site.

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 Lead Teacher certified.
- Must be familiar with policies and procedures including EEC regulations and NAEYC criteria.
- Knowledge of Teaching Strategies Gold Assessment, preferred.
- Must be enrolled in an Early Childhood Education or a related field degree program.
- Must have a minimum of one-year experience working with the pertinent age group (infants -2-18 months, toddlers – 15-36 months or preschoolers – 2.9 to 5 years).
- 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.