



Job Title: Assistant Teacher
Reports To: Lead Teacher
Status: Full time, non-exempt position
Location: Boston, MA

Overview

The Community Children's Center provides full time early care and education services for homeless children and support services for parents, in an atmosphere of safety, nurturance, and stability. An Assistant Teacher is responsible for the constant supervision of children in their classroom. An Assistant Teacher reviews important decisions with their Lead Teachers and the Director, as appropriate. A Teacher supports and follows all Community Children's Center and Horizons for Homeless Children policies and procedures.

Responsibilities

Curriculum

- Display knowledge of early childhood development
- Contribute to the design and implementation of a dynamic, creative, age-appropriate and multi-cultural curriculum
- Practice positive behavior management techniques in guiding the children's behavior
- Inform parents of classroom curriculum plans (e.g., posting lesson plans)

Communication

- Communicate with children in a positive way that demonstrates genuine interest and respect and exhibits sensitivity to children as individuals
- Communicate positively with parents on a daily basis to inform them of their child's ongoing development and activities
- Assist in the design and implementation of other classroom parent communication systems (i.e. bulletin boards, monthly newsletters, etc.)
- Complete children's progress reports and participate in parent conferences
- Assist in plans for and attending Parent-Teacher functions
- Communicate openly and effectively with classroom team including participation in weekly team meetings
- Work closely with Family Advocates to promote healthy family relationships

Classroom Management

- Maintain appropriate standards of health and safety in accordance with state regulations and Horizons for Homeless Children policies and procedures
- Understand and implement emergency procedures
- Organize classroom schedule to allow for child initiated and teacher directed activities as well as individual and small group learning
- Coordinate transitions of children to and from classrooms
- Ensure that classroom equipment is in good repair and inform Lead Teacher when supplies are low
- Submit all records and reports in a timely and accurate manner including attendance sheets, accident reports, progress reports and time sheets

Required Experience and Competencies

- Strong communication skills, both written and oral
- Ability to collaborate and solve problems using a team approach
- Ability and willingness to handle all sensitive information confidentially
- Ability to lift 50 pounds
- Priority will be given to individuals who have had previous experience working with homeless children and their families, multi-ethnic urban families or with children-at-risk
- Basic computer skills and knowledge to effectively use MS Office applications and other relevant ECE software applications

Educational Requirements

- Associates Degree in ECE or CDA
- EEC Teacher Certificate

Must be able to embody the values of Horizons for Homeless Children:

Collaborative – “We get more done together”

Inclusive – “We are culturally responsive”

Innovative – “We ask, what would it take?”

Passionate – “We are inspired by our mission”

Horizons for Homeless Children offers a competitive salary and a highly competitive benefits package. Salary commensurate with skills and experience.

Horizons for Homeless Children is an AA/EEO employer.