



**Job Title:** Teacher- Level I (Bilingual)

**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. A Teacher is responsible for the constant supervision of children in their classroom. A 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

### Classroom Management, continued

- 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 related field, Bachelor's Degree preferred
- Minimum of 1 year relevant work experience
- Department of EEC Teacher Certification
- IPDP that reflects mentoring/coaching/supervision, curriculum, etc.