

Job Title:
Department:
Reports To:

Teacher
Early Childhood
ECS Director

FSLA Status:
Prepared Date:

Exempt, Full Time
07/2021

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Teacher is responsible for providing exemplary education to children and families enrolled in our early childhood school. Teachers are responsible for developing an intriguing classroom environment that: contains open-ended activities and materials; provides and ensures children are enriched by developmentally, individually, and culturally appropriate emergent curriculum; allows children to grow with a positive self-concept; promotes dignity and respect, in a friendly, personalized manner; and uses positive guidance, encouraging children and teachers to communicate effectively.

This is not a contracted teaching position and does not follow a traditional quarterly/semesterly school schedule. This is a year-around position.

Essential Duties and Responsibilities:

- Partner with co-teacher to develop curriculum that promotes health, and advances the physical, emotional, social, cognitive, and Judaic growth of children; and provides opportunities targeting multiple learning styles for children's active participation, independent choices, experimentation and problem solving.
- Hold weekly meetings with co-teacher to review the week's experiences and plan the next week's program; communicate expectations and follow through to ensure expectations are met.
- Utilize co-teacher's abilities and input, working to foster and develop his/her teaching and leadership abilities.
- Analyze the cognitive, perceptual, spoken and non-verbal language, social, emotional, physical, and personal developmental needs of each child; regularly evaluate each child's progress.
- Establish positive communication with parents in daily and formal parent conferences, facilitating the free flow of information about their child; plan and lead collaborative conferences mid-year, or as needed.
- Establish and maintain a well-organized, safe, healthy environment for children; ensure appropriate staff to child ratios at all times.
- Ensure materials, equipment, and supplies are available and in good repair; care for and maintain equipment within the school, taking preventative measures against hazards to physical safety.
- Anticipate and be responsive to member (customer) needs and requests; check e-mail and mailbox daily.
- Change hallway parent information board and classroom bulletin boards; reshape classroom environmental "interest centers" monthly.
- Attend professional development sessions; keep abreast of current research and practices in early childhood education.
- Attend and volunteer at special ECS and SJCC programs, such as Welcome Night, Community Nights, Parent Conferences (evening and/or day), etc.
- Complete accurate reports as directed (i.e. attendance, accidents/incidents, illness reports, etc.).
- Ensure cleanliness of classroom by sweeping floors, washing dishes, wiping counters, wiping the front of the cabinet doors, putting things away, etc.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs.
- Other duties as assigned.

Supervisory Responsibilities

- Besides the supervision of children, this position requires does not have any supervisory responsibilities.

Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- At minimum, one year of childcare experience
- Prior experience must also include/reflect the passion and ability for childhood development in a variety of subject matters

Certificates and Licenses:

Upon hire, must complete MERIT/S.T.A.R.S. certified within 60 days of commencement of employment. This is a 20 hours initial training and 10 hours every calendar year thereafter to maintain certification. Teachers are required to have a valid MERIT/S.T.A.R.S. certification at all times of employment and maintain compliance.

- Must maintain First Aid, CPR, Blood Borne Pathogens and TB certifications within 30 days of hire.

Compliance:

All potential employees will be subject to a background check.

Computer Skills:

Working knowledge of Microsoft Word, Excel, Outlook, and Powerpoint is required.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of members, students, parents, or employees of organization.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Desired Qualifications:

Bachelor's degree (B. A.) from a four-year college or university in early childhood education or a related field is required; or an equivalent combination of education and related experience may be acceptable.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk, hear, stand, walk, stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The incumbent will be required to carry children and materials weighing up to 40 lbs on a frequent basis; on an occasional basis, lifting up to 50 pounds is required.

Environmental Conditions: The work is typically performed in an early childhood school environment, with a moderate to loud noise level. Occasional travel to other areas of the facility may be required, where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment). Local travel may be required

*At the SJCC, our mission is to create community spaces for all and to fulfill **Tikkun Olam** or our obligation to make the world a better place. We know that we cannot do this without providing inclusive opportunities for everyone and celebrating our differences. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, Veteran status, age, or any other characteristic protected by applicable law.*