

The Jewish Community Center of Allentown
702 North 22nd Street
Allentown, PA 18104
Teacher



Position Title: Teacher
Supervisor: Director of Early Childhood Education
Department: Early Childhood Education

Position Summary:

The Teacher, under the supervision of the Early Childhood Director, is responsible for the care and education of our children. The teacher helps with creating and implementing a developmentally sound educational program for an assigned class of school children. The program must meet the social, emotional, physical, cognitive, and language needs of both the individual child and the group. The teacher works together with the families through both written and verbal communication.

Minimum Qualifications:

- Teachers hired at the Teacher level must be professionally prepared as a teacher of young children with a minimum of AA or higher in CD, ECE or equivalent; and demonstrated ability to perform all job responsibilities as described in Teacher job description
- Teachers hired at the Associate Teacher level must be professionally prepared as a teacher of young children with a minimum of 12 ECE or CD units and the demonstrated ability to perform all job responsibilities as described in the Teacher job description. If candidate does not have at least an AA degree s/he must be continually enrolled in AA program or CD or ECE classes to continue in this level of position.
- Ability to lift up to 50 lbs.
- Proficient command of the English language for effective communication.
- Must be warm and friendly, be sensitive to the feelings and needs of others and be able to relate well to children.

Responsibilities:

Responsibilities to be shared with co-teachers in a team-work model will include but will not be limited to the following:

To establish and maintain a safe and healthy environment.

- Interactions with children must reflect respect, compassion and a willingness to gently guide the child
- Intentional, ordered arrangement, appearance, decor, and appropriate learning environment of the classroom and play yard.
- Promote healthy snack eating practices.
- Establish and maintain an environment for children that is clean, safe, stimulating and which is appropriate for each child's developmental level.
- Assume an equal share of the joint housekeeping responsibilities of the staff.
- Maintain and implement procedures to ensure the health and safety of the children insuring they are under supervision at all times.

To advance motor and intellectual competence.

- Implement a curriculum that fosters the construction of mathematical knowledge through hands on activities.
- Use equipment and material for indoor and outdoor play that promotes children's fine and gross motor development.
- Supporting emerging literacy and language development in response to each individual child's interest through whole language experience.
- Incorporate Judaic programming into lesson plans.

To support social and emotional development and provide positive guidance.

- Gear the program to the needs of the individual child and pace of learning.
- Treat each child with dignity and respect.
- Help each child to become aware of his/her role as an integral member of a group.
- Provide an environment that provides development of self-esteem.

To establish positive and productive relationships with families.

- Keep records on each child, to include weekly and monthly attendance sheets, accident log, developmental growth, conference records and notes home.
- Establish and maintain positive, professional, and effective communication and supportive ties with children, staff, parents, and third party consultants to meet the individual needs of children and their families, thereby establishing a partnership between school and home.
- Communicate with parents and caretakers formally through scheduled Parent/Teacher conferences, weekly newsletter and daily program white board/documentation
- View parent-teacher relationships as a partnership, focusing on each child's individual strengths and abilities.
- Handle parent concerns and issues with the help of the Director and Assistant Executive Director. The Executive Director should be contacted if necessary.

To ensure a well-run and purposeful program responsive to participants needs.

- Document each child's learning experiences and developmental growth and use the documentation to guide in planning the curriculum. Demonstrate ability using technology used for assessments.
- Plan, implement, reflect upon and document developmentally appropriate curriculum for the children in accordance with the policies and the philosophy of the school.
- Gear the program to the needs of (1) the individual child with consideration for his/her interests, individual style and stage of development; and (2) to the class as a whole. Help each child to become aware of his/her role as a member of the group, reinforce positive self-esteem, and consciously promote a diverse and anti-bias atmosphere
- Access support services and resources relating to the individual needs of the families and children.
- When in the gym, playground, pool area or during special events, remember that you are responsible for the safety and well-being of each child in your class. Staff must be spread around, remain aware, and supervise the children at all times. CLOSE SUPERVISION is required in the outdoor play areas, on trips, maintaining strategic points on playground, remembering to communicate with and view things at the child's eye level. Do not sit on the bleachers, benches or stand in groups.

To maintain a commitment to professionalism.

- Create and work towards mutually agreed upon goals of an annual professional growth plan set with supervisor including meeting the required minimum of 105 hours of approved professional training every five years.
- Attend all staff meetings and be accountable for all information disbursed at such meetings.
- Participate in recommended professional development programs and in-service workshops and other opportunities for professional growth.
- Understand and articulate the philosophy of the school.
- Assist and participate in public relations and community building events sponsored by the school.
- Act as a model for aides and assistant teachers and mentor their training and development. Give clear directions and feedback to aides and assistants regularly.
- Communicate clearly and appropriately with fellow staff members, ECE School Directors, coordinators, managers and Department Administrative Assistant and work in cooperation and with respect for fellow staff members.
- Maintain professional standards and conduct and positive work ethic.
- Respect confidentiality of school-related information.
- Relate to families in a positive and respectful manner.
- Be appropriately, but professionally dressed while working with the children.
- Perform other duties, as requested by supervisor.

General Expectations:

- Change diapers and/or soiled clothing and assist children with toilet training. Provide overall supervision of toileting and bathroom time.
- Attend all staff meetings, training sessions, workshops, conferences, supervisory meetings, team planning meetings, and curriculum meetings sponsored by the Preschool, the JCC, or other educational organization, as approved and instructed by the ECE Director or the Executive Director.
- Attend Preschool Orientation and set-up week prior to the start of school.
- Be punctual. You should be in your classroom five minutes before scheduled time.
- Be willing to work in a team environment. Be willing to share ideas and be open to other's ideas. Be flexible and willing to compromise.
- Do not use a cell phone when working with children, except in an emergency. In the event of an emergency, please alert the Director.
- If you are going to be out sick, inform the ECE Assistant and staff member you work with of your absence by 6:00 a.m.
- Maintain adherence to all agency policies and procedures, including agency safety requirements.
- Maintain proper ratios in your room before leaving for the day or breaks.
- Maintain required first aid and CPR certifications.
- Participate in Parent/Child Open House prior to school starting and Back to School Night in the fall.
- Perform additional program duties as assigned by the Director according to agency needs.
- Perform all duties in accordance with the goals and philosophy of the JCC of Allentown.
- Provide a warm, safe, and caring environment that is kept orderly, clean, and appealing. The environment should allow the child to grow, learn and explore.
- Raise concerns about the program, parents or staff in a constructive manner. Take the initiative to identify and explore problem resolutions with the director.
- Come to school every day prepared and eager to teach the students.
- Support the Director and Assistant Director in promoting positive parent-staff relationships including such things as participating in and initiating school events (social, educational, fundraising).

I have read and understand the Job Description. I intend to fully comply with all that is expected of me.

Print Name _____

Signature _____

Date ____/____/____