

Martha's Vineyard Community Services, Inc.
Early Education and Care Teacher
Job Description

Reports to: Program Coordinator
Program: Early Education and Care Center
Classification: Non-Exempt
Department: Early Childhood Programs
Date: December 13, 2021
Approved: December 13, 2021, Elizabeth Folcarelli, CEO
Next Review Date: December 2022

Job Summary: To work cooperatively with the teaching team to provide a safe and nurturing program for young children where they can grow and thrive socially, emotionally, physically and intellectually.

Essential Functions:

1. Plan and implement developmentally appropriate curriculum, reflecting the program's mission and philosophy
2. Create a warm and welcoming environment for children and families
3. Foster trusting relationships, encouraging parents as partners
4. Document children's play and learning throughout the year, recording observations and checkpoints in *Teaching Strategies Gold*
5. Complete written progress reports and facilitate parent conferences two times a year.
6. Plan, evaluate and adapt the physical environment in the classroom to meet the changing needs of the children
7. Provide responsive care to all children by adapting daily care giving routines and plans to meet the individual needs of children
8. Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the program
9. Supervise children visibly at all times; climbing, bending, lifting (up to 40 lbs.) and moving quickly as needed
10. Ensure that all of MVCS's policies and procedures are followed
11. Operate the classroom in compliance with all of the MA Department of Early Education and Care's regulations
12. Participate in monthly staff meetings
13. Complete a minimum of 20 hours of professional development per calendar year

Qualifications:

- ❖ Hold Massachusetts Department of Early Education and Care Lead Teacher or Teacher certification or demonstrate a commitment to professional development in order to achieve the credential

- ❖ Strong written and interpersonal communication skills
- ❖ Ability to foster a collaborative, team-oriented work environment
- ❖ Enthusiastic, warm and energetic
- ❖ Good physical and emotional health – “fit to work” letter from physician required

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Employee Signature and Date

Supervisor Signature and Date