



Position: Bright Beginnings Early Childhood Education Teacher

Reports To: Director of Early Childhood Education

Classification: Part Time, 20 hours/week (Monday – Thursday, 8:00 AM – 1:00 PM)

Supervisory Responsibilities: None

Overall Responsibility:

With the leadership and guidance of the Director of Early Childhood Education, the Bright Beginnings Early Childhood Education (ECE) Teacher is responsible for the implementation of a high-quality, comprehensive, and developmentally appropriate preschool program. The Bright Beginnings ECE Teacher works in close partnership with the ECE Support Teacher and other Family Literacy staff and volunteers.

Essential Duties and Responsibilities:

The Bright Beginnings ECE Teacher will:

Curriculum Development:

- Utilize Creative Curriculum, DCF Performance standards and Grace Place's established rules and procedures to develop schemes of work, lesson plans, and instructional activities that facilitate and promote early learning skills that are carried over into the home.
- Create a developmentally appropriate classroom environment and identify and select differentiated instructional resources and methods to meet students' individual needs.
- Build positive relationships with students and families, thereby providing effective ongoing coaching of parents in appropriate strategies. These strategies are to be modeled during Parent and Child Together (P.A.C.T.) time.
- Maintain a well-organized, DCF-compliant, safe, and attractive classroom environment conducive to the optimal growth and development of children.
- Meet with parents and guardians during two home visit a year to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.

Volunteer Management:

- Welcome and effectively manage volunteer involvement in the ECE classroom.
- Provide effective on-going coaching in appropriate strategies and model these strategies in the classroom.
- Maintain high visibility and a hands-on presence with students, staff, volunteers, and parents in all aspects of the program.

Outcomes:

- Observe and evaluate student performance and development; maintaining records to be included in Teaching Strategies Gold on each child's progress to be utilized for the purposes of planning and evaluation.
- Comply with and complete all required Grace Place evaluations and checkpoints throughout the academic year.
- Incorporate student performance and progress into the lesson planning and implemented activities to achieve mastery of outcomes and goals.
- Identify developmental and social-emotional needs of children and make appropriate interventions and referrals with the guidance of the Director of Early Childhood Education.
- Ensure outcome reporting effectively demonstrates program impact and student progress.

Communication:

- Maintain regular communication with parents regarding their child's progress and needs.
- Keep parents informed of program expectations and activities.
- Contribute information on classrooms objectives to bi-monthly volunteer newsletter.

- Communicate regularly with direct team members for the seamless delivery of classroom lessons and achievement of objectives.
- Conduct home visits and staff/parent conferences.

Perform all other related duties as required by direct supervisors or Grace Place leadership.

Qualifications:

- Bachelor's degree, A.A. Degree in early childhood education, child development and/or related field.
- Minimum of two years of experience in a teaching or supervising capacity in an early childhood setting, preferred.
- Demonstrated experience working with diverse cultures and populations preferred.
- Basic proficiency in Microsoft Excel and Word required; additional technology and data base skills preferred.
- Bilingual and bi-cultural skills desirable, but not required.
- Willing to submit to Fingerprinting and Background Checks.
- Possession of a valid Florida driver license.
- Commitment to supporting the leadership culture of the organization.
- Commitment to the mission and core values of Grace Place.

Special Requirements:

- Current first aid and CPR certificates (can obtain within 90 days of employment).
- Requires mobility to stand, stoop, reach and bend; ability to walk long distances; ability to participate actively with students of all ages both indoors and outside.
- Meet required DCF training courses (45 hours)
- Maintain required annual 10 hours of in-service training.
- Compliance with Good Moral Character as described by DCF.

Contact

Please send a letter of interest and resume to: jobs@graceplacenaples.org

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