



Position: Bright Beginnings Early Childhood Education Support Teacher
Reports To: Director of Early Childhood Education
Classification: Part Time
Supervisory Responsibilities: None

Overall Responsibility:

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

Essential Duties and Responsibilities:

The Bright Beginnings ECE Support Teacher will:

Classroom Management:

- Assist in the maintenance of a well-organized, DCF-compliant, safe, and attractive classroom environment conducive to the optimal growth and development of children, including but not limited, daily classroom set up and clean up.
- Assist in the implementation of a developmentally appropriate classroom environment and associated activities.
- 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.

Curriculum Implementation:

- Assist in the implementation of the established curriculum, lesson plans, and instructional activities in order to facilitate the development of early learning skills in the classroom.
- Aid children in hands-on learning that emphasizes self-help skills and helps to increase confidence.

Volunteer Involvement:

- Welcome and effectively involve volunteers in the ECE classroom.
- Maintain high visibility and a hands-on presence with students, staff, volunteers, and parents in all aspects of the program.

Outcomes:

- Assist in the observation and evaluation of student performance and progress.
- Comply with and complete all required Grace Place evaluations and checkpoints throughout the academic year.
- Assist in the identification of the developmental and social-emotional needs of children, and with the guidance of the Director of Early Childhood Education and the Bright Beginnings ECE Teacher, suggest possible interventions and referrals.

Communication:

- Maintain regular communication with parents to keep them informed of program expectations and activities.
- Provide ongoing feedback to the Director of Early Childhood Education and the Bright Beginnings ECE Teacher.
- Assist in the contribution of 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.
- Assist in the implementation of home visits and staff/parent conferences.

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

Qualifications:

- High School Diploma or GED
- DCF 45-hour basic training (can obtain within 90 days of employment).
- One-year experience in Early Childhood Education, preferred
- Commitment to comply with DCF annual in-service training preferred
- Demonstrated experience working with diverse cultures and populations preferred.
- Basic proficiency in Microsoft Excel and Word required 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.
- 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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