



Position: Bright Beginnings Parent Time Teacher
Reports To: Director of Adult Education and Bright Beginnings Curriculum Manager
Classification: Part Time, 1 – 3 days a week, 8:30 AM – 1:30 PM
Supervisory Responsibilities: None

Overall Responsibility:

With the leadership and guidance of the Director of Adult Education and the Bright Beginnings Curriculum Manager, the Bright Beginnings Parent Time Teacher will coordinate the implementation of the Bright Beginnings Parent Time curriculum for the adult learners enrolled in the program. The Bright Beginnings Parent Time Teacher will work in tangent with the Bright Beginnings Curriculum Manager to ensure the alignment of curriculum objectives to early learning program outcomes.

Essential Duties and Responsibilities:

The Bright Beginnings Parent Time Teacher will:

Curriculum Implementation:

- Assume primary responsibility for the implementation and instruction of high-quality and comprehensive Bright Beginnings Parent Time classes.
- Utilize the curriculum to implement instructional activities that facilitate engaging and active learning experiences with measurable outcomes.
- Build positive, encouraging, and dynamic teacher-student relationships that foster program commitment, participation, and retention.
- Manage and maintain an engaging and safe learning environment, including, but not limited to the establishment of daily routines, and classroom set up and clean up.
- Assist in the implementation of support systems between families, Grace Place, and community resources.

Volunteer Involvement:

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

Outcomes:

- Utilize established assessment tools to observe and evaluate student performance and progress.
- Ensure accurate data collection of measurable program outcomes of student performance to support grant management and reporting requirements.
- Utilize program outcomes to assist in future program planning.

Communication:

- Maintain regular communication with parents to keep them informed of program expectations and activities.
- Provide ongoing feedback to the Director of Adult Education and the Bright Beginnings Curriculum Manager.
- Communicate regularly with direct team members for the seamless delivery of classroom lessons and achievement of objectives.

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

Qualifications:

- Bachelor's degree required; concentration in early childhood education or related field preferred.
- Minimum of three years of teaching experience.

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- Demonstrated experience working with diverse cultures and populations preferred.
- Basic proficiency in Microsoft Excel and Word required preferred
- Excellent verbal, written, and interpersonal communication skills.
- 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

Grace Place for Children and Families, Inc. acknowledges our community's diversity and will employ and serve all persons without regard to religion, age, ethnicity, race, gender identity, sexual orientation, economic circumstances, physical and mental abilities, characteristics and philosophy.