



Job Title: BB Support Teacher
Reports To: ECE Program Manager
Classification: Exempt
Supervisory Responsibilities: None
Date: 7/11/17

Our Mission: Grace Place puts faith into action providing pathways out of poverty by educating children and families.

Summary/Objective:

The Bright Beginnings program at Grace Place includes Beginnings 101, Beginnings 201, Beginnings 301, Mom and Tot Literacy, Bright Beginnings Early Childhood Education, Kindergarten Readiness, and the weekly Developmental Playgroup. The mission of Bright Beginnings is to cultivate confident, capable and literate parents prepared to guide their children through the crucial years of early development and successfully prepare them to transition to formal schooling at a level with their peers.

Essential Duties and Responsibilities:

The Bright Beginnings Support Teacher is responsible for supporting the implementation of a high-quality, comprehensive, and developmentally appropriate one year old program for the children in the Bright Beginnings program.

Classroom Management

- Assist in the maintenance of the classrooms including setting up rooms for daily instruction, maintaining class supplies and materials, and keeping rooms clean and organized friendly.
- Ensure age appropriate developmental activities are used by volunteers and staff in classroom for all children to be engaged.

Curriculum Implementation:

- Assist in implementing the established curriculum, lesson plans, and instructional activities that facilitate early learning skills in the classroom.
- Assist children in hands-on learning and emphasis on self-help skills that increase independence.

Volunteer Involvement:

- Welcome and effectively involve volunteers in the 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, input, and evaluation of student performance, progress, and development.
- Assist in identifying any developmental and or social emotional concerns in order to make appropriate interventions and referrals.

Communication

- Provide ongoing feedback as to the progress of the students to the Bright Beginnings ECE Manager so they can communicate with the parents.

- Assist in communicating regularly with volunteers in the classroom and through the bi-monthly newsletters to introduce weekly classroom objectives.

Qualifications:

Education:

- High School Diploma or GED
- DCF 45 hour basic training required and commitment to comply with DCF annual in-service training desired, but not required.

Experience:

- One year experience in Early Childhood Education.

Knowledge, Skills and Abilities:

- Demonstrated experience working with diverse cultures and populations preferred.
- Basic proficiency in Microsoft Excel and Word required; additional technology and data base skills preferred.
- Bi-lingual and bi-cultural skills preferred.
- Current first aid and CPR certificates
- Willing to submit to Fingerprinting and Background Checks.
- 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.
- Maintain required annual 10 hours of in-service training.
- Compliance with Good Moral Character as described by DCF.
- Commitment to supporting the leadership culture of the organization

Additional Information:

As members of the Grace Place team we all value and support the Grace Place Vision, Mission, Faith Statement and Organizational Core Values.

Work Environment: Position requires working in numerous locations which include varied temperature, noise level, and other factors that may affect a person's working conditions while performing the job.

Position Type and Expected Working Hours: Fulltime or Part-time (part time is defined as someone who is working 40 hrs or less a week) Anticipated working hours of approximately 9am-5pm Monday through Friday, including some evenings and weekends as needed.

Physical Demands: Bending, sitting, and standing for long periods of time. May require lifting objects weighing up to 20 lbs. as needed.

Additional Eligibility Qualifications: Background check, fingerprinting required.

Organizational Competencies: The following competencies are organizational in nature in that all Grace Place employees are expected to exhibit these competencies and will be part of the basis for their performance evaluation.

Work Ethic and Commitment: Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence in personal goals and organizational mission. Extent to which a significant volume of quality work is performed efficiently in a specified period of time; employee is a peak performer with a high energy level.

Initiative and Problem Solving: Degree to which employee takes active steps to set and achieve tasks/goals on a timely basis. Is a self-starter and solution-seeker who possesses a sense of urgency and takes action with minimal instruction. Is able to identify issues/problems and possible solutions and is willing to act on the solutions.

Service Orientation: Extent to which the employee understands and exhibits behaviors that enhance and improve the experience of various stakeholders: students/families, volunteers, donors/supporters, and community partners. Knows and acts upon what it takes to deliver value. Makes a genuine effort to listen to stakeholders and seeks to understand and resolve needs/issues.

Judgment and Decision Making: Ability to arrive at sound decisions in a timely manner with positive results. Understands and utilizes core values of organization and relevant policies and seeks appropriate guidance when needed.

Quality, Care, and Dependability: Extent to which work is accurate, thorough, and neat. Degree of reliability in performing tasks, following instructions and meeting deadlines. Employee possesses the ability to produce reliable work without follow-up or inspection.

Teamwork and Interpersonal Relations: Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Understands goals of the department, as well as collaboration with other departments, and is willing to accommodate the personnel, tasks, and situations involved in order to accomplish department and organizational goals. Consider employee relationships with other staff, volunteers, students/families, and community partners.

Communication Skills (oral and written): Communicates effectively and accurately both orally and in writing with individuals and groups; presents ideas in an organized, clear and concise manner; employs tact and discretion; listens well; offers appropriate feedback. Listens to others. Communicates with a clear message and is open to different perspectives. Ensures that the receiver hears and understands the message.

Job Knowledge and Technical Skills: Extent to which the employee possesses the practical and technical knowledge of duties, functions, work safety procedures, policies, and takes responsibility for reviewing and up-grading areas of expertise and development of new skills as needed.

Planning and Organizing: Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.

Professional Image: Extent to which the employee projects a professional image through appearance, conduct, and work areas.

Equal Employment Opportunity Statement:

Revised 6.15.2020

Grace Place values diversity in the workplace and among our partners and other stakeholders.

It is the policy of Grace Place to provide equal employment opportunities to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, color, religion, sex, national origin, age, disability, marital status, pregnancy, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by Grace Place where appropriate.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor at Grace Place to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies could be considered a disciplinary offense.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.