



LEAD TEACHER JOB DESCRIPTION

I. ORGANIZATION OVERVIEW

College Bound Dorchester, formerly known as Federated Dorchester Neighborhood Houses, has been serving the community of Dorchester since 1965. Although the organization's name has changed its commitment to supporting positive change in Dorchester remains resolute.

Everyday College Bound Dorchester's educators work with diverse populations between 3 months to 80 years of age, including at-risk youth, newly arrived immigrants and families struggling to provide educational support to their children. In each program, College Bound Dorchester provides educational services to the underserved and lays the foundation for future academic, economic and social success. By providing a continuum of services, College Bound Dorchester ensures that no student gets lost on their path to higher education and that all students have the tools to realize their goals. This work has the ability to not only increase the number of college graduates in Dorchester, but to also shift the community's mindset about college. This shift, from one of limited possibilities to one of high aspirations for all, will ultimately have transformative impact on the community's socio-economic development.

With an annual budget of \$5.6 million and a staff of 90, College Bound Dorchester annually serves over 1,000 children, youth and adults.

II. JOB TITLE: Lead Educator
REPORTS TO: Program Manager of Early Education

III. POSITION OVERVIEW

The Lead Teacher will be responsible for implementing child assessments and designing activities to meet children's needs, motivate children toward a positive attitude for learning, facilitate the development of self control, social skills, self-esteem and conduct meetings with parents and teachers. The Lead Teacher will provide all educational and programmatic supervision for his/her classroom and will work closely with the Program Manager and with the Early Education team to ensure quality programming.

IV. DUTIES AND RESPONSIBILITIES

- Implement program curriculum, assessment and instructional models that conform to proven best practices;
- Provide daily experiences/activities which stimulate physical, social, emotional, and cognitive growth and develop language and literacy skills of young children through the use of developmentally appropriate practices and curriculum that are based on each child's

- developmental progress and needs;
- Promote positive self esteem in children and motivate children toward a positive attitude for learning;
- Follow routines daily which help children keep themselves and others, healthy and safe such as hand washing, toileting, brushing teeth, and appropriate classroom management techniques;
- Assess the development status of each child on a regular basis through observation and various appropriate recordkeeping techniques, writing progress reports and education plans as necessary;
- Schedule and conduct formal, individual parent-teacher conferences at least three times per year, as well as, communicating on a regular basis with parents/family members to build mutual understanding, greater consistency for children and information sharing;
- Be knowledgeable about appropriate referral services for families and children. Work with the Program Director to obtain the needed services for families and children;
- Supervise and evaluate Teacher Assistances, Teachers, and volunteers or student interns as assigned by the Program Manager;
- Comply with and use of the National Association for the Education of Young Children (NAEYC) and the Department of Education Guidelines and Standards for education and practice/follow them consistently;
- Use of the Early Childhood Education Rating Scales (ECERS) for monitoring quality and evaluating programming;
- Attend and participate in staff meetings and/or in service training sessions;
- Keep abreast of current theory, research and practices in the Early Childhood Education field by reading related literature, journals, magazines, etc. as well as taking coursework or attending workshop seminars annually;
- Keep Program Director informed about any problems, concerns, issues, emergencies, parent complaints, or equipment needs / repairs;
- Assume administrative and supervisory duties and perform as acting Program Manager in the absence of the Program Manager;
- Maintain and oversee all compliance and regulatory data for operation and accreditation; maintain compliance with state and federal regulations regarding confidentiality; monitor all billing and reports for the programs;
- Participate in other activities as needed.

V. QUALIFICATIONS AND SKILLS

- Commitment to the mission and vision of College Bound Dorchester;
- Must have an annual physical, must have a perennial negative Mantoux (PPD) Test and must maintain a current First Aid and CPR Training Certification;
- Must have a yearly physical, a perennial negative Mantoux (PPD) Test;
- Must maintain a current First Aid Training Certification and CPR Certification.

Education Needed

- Department of Early Education and Care (EEC) teacher qualified plus an additional nine (9) credits in ECE. Three credits must be in ECE curriculum, program planning, or behavior management (required for preschool level) and or/three credits in infant-toddler care and education (required for infant-toddler level). The other credits may be in other ECE education topics;
- Substitutions:
 - A Child Development Associate (CDA) Credential substitutes for the education requirement for lead teacher;
 - Continuing Education Units (CEU's) may substitute for college credit. Up to 4 CEU's may be used to substitute for 3 of the required credits;
- A commitment to pursue Bachelors Degree in ECE.

Work Experience Needed

- You must have a total of:
 - 36 months of experience if you have a High School Diploma of E.E.D., OR
 - 27 months of experience if you have a Certificate Program degree such as a CDA, community college, or Montessori credential, OR
 - 18 months of experience if you have An Associates degree in Early Childhood Education or a related field OR
 - 9 months of experience if you have a Bachelor or advanced degree in ECE or a related field.
- Substitutions:
 - A practicum, also called student teaching, substitutes for 9 months of work experience. Credit for the practicum must be both on transcript and a practicum verification form signed by the college supervisor;
 - A pre-practicum, also called field work, is not considered a full student teaching experience and does not count toward work experience.

VI. SALARY AND HOURS

Full-time position; Salary commensurate with experience.

Please email a resume and cover letter, outlining how skills and experience will support the work of College Bound Dorchester. Please state how you heard about this opportunity and your salary requirements in cover letter. Send resumes to Sherrie Waller at swaller@collegebounddorchester.org with subject line "EE Lead Teacher."