



<b>Job Title</b>	Part Time Evening Group Teacher - Early Childhood
<b>PVN ID</b>	KB-1706-001903
<b>Category</b>	Instruction and Social Service
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	Child Care
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$17.50-\$23.50
<b>Hour(s) a Week</b>	10.00-19.00
<b>Closing Date</b>	Feb 06, 2018 (Or Until Filled)

## General Description

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### **Job Description: Evening Group Teacher**

The Evening Group Teacher will provide a successful, safe and supervised educational setting for children while they are in the Child Development Center. This includes promoting the social, emotional, physical, and cognitive development of children. In addition, the Evening Group Teacher will encourage parent involvement in all aspects of the program. He/she must have the ability to work effectively with others and be open to change. The Evening Group Teacher will primarily be responsible for the education component of the program but will assist the Director with administrative duties to ensure the efficient functioning of the Child Development Center.

## Other Duties

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**Responsibilities will include, but will not be limited to, the following:**

### **Curriculum and Supervision**

- Demonstrate the ability to supervise pre-school and school age children and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in the classroom, outdoor play areas and on field trips. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection in order to ensure their safety or the safety of others in the environment.
- Develop and utilize curriculum plans, which reflect parental and cultural influences, and promote the social, emotional, physical and cognitive development of children in the center.
- Create and submit lesson plans as requested.

- Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making; ask open-ended questions and listen respectfully to the answers.
- Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.
- Respond appropriately to crisis or emergency situations that may occur.
- Assist with daily attendance records and documentation of excused absences as requested.
- Support Director and teachers in the general implementation of policies and procedures of the Child Development Center.
- Assuming responsibility for the ordered arrangement, appearance, décor, and learning environment of the classrooms.
- Attending all staff meetings and participating in recommended training programs, conferences, courses, and other aspects of professional growth.
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### **Supporting Staff, Interns, and College Work Study Students**

- Attend all staff meetings and participate in recommended training programs, conferences, courses, and other aspects of professional growth. May require travel and or attending some evening events.
- Effectively train, supervise, and utilize classroom assistants, interns, college work study students and other volunteers.
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### **Health and Safety**

- Follow all emergency medical or accident procedures.
- Facilitate monthly Fire Drills
- Achieve and maintain CPR and MAT certification
- Assure general maintenance and security of facility which includes ensuring that equipment and materials are in good working order and are sanitized on a regular basis.
- Assume an equal share of the joint housekeeping responsibilities of the staff.

### **Parent Involvement**

- Work with parents to promote understanding of their child's growth and development;
- Provide an atmosphere that promotes and reinforces parental involvement in the center.
- Create a warm and welcoming environment for children, families, staff and college students.

- Other duties as assigned.

## Qualifications

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### **Educational Requirement**

The Group Teacher will have:

Bachelor's Degree in Child Development, Early Childhood Education or equivalent

Provisional or initial NYS Teaching Certification

3 years of progressively more responsible early childhood teaching experience.

Or

a Master's Degree in Child Development, Early Childhood Education or equivalent

Provisional or initial NYS Teaching Certification

And no less than one year experience performing responsible related work.

The Group Teacher's duties will primarily concentrate on the educational component of the Program.