

Job Description

POSITION **UPK Teacher (Preschool)**

PROGRAM Early Education

REPORTS TO Assistant VP of Programs

LOCATION 58 Berkeley Street, Boston, MA 02116

UPDATED June 2021

**MISSION**: *Ellis partners with families to provide high-quality early childhood education and out-of-school programs in a warm, nurturing environment.  A recognized leader in our field, we support children across the socio-economic spectrum, treasure diversity in all forms, and celebrate the joy of childhood.*

Ellis Early Learning (formerly known as Ellis Memorial) is a vibrant, Boston-based nonprofit with a rich history founded in 1885. Ellis provides high-quality early education and care for infants, toddlers, and preschool children Ellis is among the most socio-economically, racially, and culturally diverse organizations serving children in Boston. Through a partnership with Boston Public Schools, it operates four high-performing community-based KO and K1 classrooms. Ellis operates out of two historic buildings in the South End and has expanded to a new site in JP in September 2021. Ellis currently serves over 200 children annually. Learn more about us at [www.ellismemorial.org](http://www.ellismemorial.org).

**PRIMARY RESPONSIBILITIES**

The Teacher is responsible for the supervision of his/her children's group as well as the design and implementation of day-to-day activity and learning plan. The Teacher will provide planning and execution of BPS Focus on PreK Curriculum.

**RESPONSIBILITIES**

* Provide planning and execution of appropriate experiences for each curriculum group
* Provide planning and execution of appropriate art, music, literature, science, etc. activities
* Maintain records of the progress of each child's growth and development
* Maintain communication regarding child's growth and development with staff members, VP of Programs, and parents
* Maintain classroom and all educational equipment and materials
* Maintain records of all accidents, concerns regarding children, unusual behavior of children, suspected incidents of abuse and/or neglect and communicate information to VP of Programs
* Ensure adequate nurturing of child’s developmental tasks, including any special needs mandated by Protective Services
* Schedule and participate in all staff/parent meetings
* Knowledge of all emergency procedures
* Assist Lead Teacher with progress reports
* Participate/attend monthly staff meetings/workshops/ and all required BPS trainings
* Participate in Individual (1:1) meetings with program director every 2-months
* Provide clothing changes and supervise toileting regularly and as needed

**QUALIFICATIONS**

* Must have a minimum of Bachelor’s Degree
* At least one-year work experience with the appropriate age group
* DEEC certification for Preschool
* Certified in First Aid and CPR for children
* Able to communicate effectively orally and in writing
* Demonstrated ability to practice effective time management, organizational skills, priority management, and analytical ability
* Sensitivity to multi-cultural issues, multi-cultural training preferred
* Good role model
* Sound personal judgment, initiative, and resourcefulness
* Must be able to lift 50 lbs.

**COMPENSATION & BENEFITS:**

Competitive benefits package including vacation and sick time, health insurance, dental insurance, and 401k with employer match with a full-time/40 hour a week position.

***The purpose of this description is to provide the major responsibilities of the position. It is not to be considered a complete statement of all elements of the work that may be performed.***