



## **Position Available: Teacher**

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Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

### **POSITION DESCRIPTION AND JOB FUNCTIONS**

Jack & Jill Center's Early Education Program provides quality, year-round early childhood education focusing on enabling children to grow emotionally, physically, and socially in a safe, caring environment using age-appropriate methods for cognitive growth. The Center is open year-round, Monday through Friday, and serves children who are six weeks to five years old. The Teacher works collaboratively with the Lead Teacher to provide quality, developmentally appropriate practices, social and learning experiences for young children as well as:

- Provide nurturing and assistance to children in the classroom to ensure an enriching, safe, and clean environment.
- Assist in preparation and implementation of a developmentally appropriate curriculum.
- Prepare classroom learning materials and displays to ensure appropriate learning support materials are available at all times.
- Monitor and create activities to provide children with an enhanced learning experience.
- Supervise children during arrival, dismissal, playground time and lunch to ensure children are safe and accounted for at all times.
- Assist in the implementation of behavioral management strategies for individual/group settings to ensure safety of all students and team members.
- Treat children under their care kindly, considerately, and humanely, administering discipline in accordance with regulations of the state and Broward County Child Care Licensing, provided, that in no case shall cruel or inhuman punishment be administered to any child attending Jack and Jill Center.
- Assist children with personal cleanliness (including toileting), neatness, order, promptness and gentility of manners, avoid vulgarity and profanity and cultivate in them habits of industry and economy, a regard for the rights and feelings of others, and their own responsibilities and duties as citizens.
- Communicate with parents, coordinators and other primary caregivers to help foster a positive environment.
- Assume responsibility of the lead teacher when such is absent.
- Performs other duties as assigned.

### **MARGINAL JOB FUNCTIONS**

The Teacher is an essential part of early education program. Thus, they will be expected to perform the following job functions:

- See that the school building, and all things pertaining thereto, are not unnecessarily defaced or injured.
- Provide covers in other Early Childhood Program classrooms as needed.
- Assist with special projects as assigned.

- Attend and complete designated in-service trainings including State mandated children care training in the first year of hire. Complete yearly in-service hours mandated by the State of Florida.

### **POSITION REQUIREMENTS**

- Ability to work cooperatively with students, parents, team members and supervisory staff.
- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively both orally and in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence encouraged, and individuality respected.
- Excellent interpersonal and communication skills.
- Follow and enforce the Center's policies and procedures at all times as listed in employee and parent handbooks.
- The job may require lifting up to 20 lbs.

### **POSITION QUALIFICATIONS**

Candidates for the Teacher position should have:

- High School diploma or G.E.D.
- 45 DCF child care hours completed.
- CPR/First Aid for Infant through Adult.
- Knowledge and understanding of early childhood education "Best Practices" in federal and/or state standards, and content-specific subject matter.
- Proficiency in basic computer applications (e.g., email, Microsoft).
- A valid driver's license and access to transportation.
- Authorization to work in the USA.

### **PREFERRED QUALIFICATIONS**

- Associate's degree or higher from an Accredited institution in Preschool Education (Birth-Age 4) or Early Childhood Education.
- Certification of a National CDA and experience in group care of children less than six years of age.

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, activities, and hours worked may change or be assigned at any time with or without notice.

### **SPECIFICS**

Title: Teacher

Team: Early Education

Reports To: Director of Schools

Pay: \$15 - \$19 per hour

Classification: Full-time/Non-exempt

To apply, please submit an Employment Application by [clicking here](#).

Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance.