

Employment Announcement

Position Title:	Lead Teacher
Department:	PreK Program – Early Learning Center at Kaune
Job Classification:	Regular, Full-Time, for 2018-19 school year schedule, with eight-week unpaid summer break.
FLSA Status:	Non -Exempt
Reports to:	Director of Early Learning
Revision Date:	10/04/18

Summary:

The United Way of Santa Fe (UWSFC) Early Learning Center at Kaune is a part of an innovative community development project that seeks to strengthen families and the community through an interconnected network of early intervention, education, economic development and family support programs. The UWSFC is comprised of programs and services including the First Born® Program, Great Start Family Support (postpartum) Home Visitation, PreK Program, Parenting Support, Family Friends & Neighbors Program, Prenatal Education and Outreach and the Dolly Parton Imagination Library.

The PreK Lead Teacher is responsible for creating a joyous environment that gives three- and four-year-old children a respected space to develop their own inquiries and negotiate the social emotional terrain. The Lead Teacher is also expected to participate in a reflective and analytical process with colleagues to support and develop the understanding of, and work with, children and their families. The PreK Program at the Early Learning Center follows the standards set forth by CYFD regulations, New Mexico PreK standards, and the National Association for the Education of Young Children (NAEYC). The Early Learning Center is a Reggio Emilia-inspired program and draws much of its philosophical roots from that approach.

Key Areas of Responsibility

- Support learning through a Reggio Emilia approach; support children’s research through an analytical and inquiry-based process; engage in dialogue around the Reggio Emilia principles and work toward implementing them in the classroom.
- Create a learning environment that supports learning in all areas: self, family and community; social and emotional; literacy and language; physical; scientific inquiry; mathematical; and approaches to learning and creativity.
- Participate in weekly staff Collaborative Curriculum Meetings, Monthly Team Meetings and Individual Meetings with supervisor and co-workers.
- Be prepared to share and present documentation once a month for staff Collaborative Curriculum Meetings and Team Meetings; documentation must focus on child or teacher provocations that support curriculum and teacher understanding of children and their ideas.
- Prepare and share weekly lesson plans based on ongoing assessment and observation of children’s learning and development. Share these with the supervisor, then post them for families to read. Display areas of focus prominently in the classroom.
- Assess children’s development and learning through recorded classroom observations, based on Early Learning Guideline’s essential indicators with adherence to New Mexico PreK standards.
- Prepare findings from assessments, written documentation and discussions for three family conferences a year.
- Manage the classroom through a democratic and respectful process.
- Maintain a safe, clean and organized environment in the classroom.
- Ensure ongoing supportive communication with families: share community resources, communicate about delicate and challenging situations, and ensure completion of all family paperwork (children’s files, incident reports, child abuse reports, etc.). Complete home visits and conferences in a timely manner.
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- Create and maintain a classroom environment that supports all children, including but not limited to, children from diverse cultures and languages and children needing special developmental support.
- Establish a Professional Development Plan (PDP) by actively completing all degree requirements for Lead Teacher, as required by New Mexico licensing, PreK and NAEYC. Attend all required trainings.
- Comply with all UWSFC policies/procedures, Early Learning Center protocols and CYFD licensing/program standards
- Respectfully communicate and mentor the Educational Assistant when giving directions and sharing ideas and information regarding their behavior/actions in the classroom, attendance and tardiness. At the same time, allow a space for listening to the assistant teacher's ideas and reflections and incorporate them into the classroom, as appropriate.
- Always represent United Way of Santa Fe County in a professional manner at special events or programs connected with the Early Learning Center. Please note: you must be flexible as events may be held outside regular work hours (evenings/weekends).
- Perform within the prescribed limits of UWSFC's ethics and compliance policies and in adherence to NAEYC Code of Ethical Conduct
- Perform other duties as assigned by supervisor and/or VP of Program Leadership and Innovation.

Qualifications:

- Minimum of associate degree in Early Childhood Education with commitment to work towards a bachelor's degree in Early Childhood Education according to the CYFD requirements for PreK teachers. Additionally, New Mexico licensure must be obtained according to the timetable determined by UWSFC. Bachelor's Degree in Early Childhood Education preferred.
- Experience working with young children; at least three years' work experience with three and four-year old's preferred.
- Bilingual (English/Spanish) is preferred. English writing proficiency required. Ability to read and write in Spanish is preferred, but not required.
- Practical knowledge of child development and developmentally appropriate practices, with the willingness to engage in dialogue related to, but not limited to Reggio Emilia Principles.
- Sensitivity with children and families who represent a wide range of socio-economic and risk factors.
- Ability to work well in culturally diverse settings and knowledge of local population served.
- Ability to maintain accurate and up-to-date records using both paper files and computer software such as MS Word.
- Effective and accurate interpersonal communication skills, both oral and written.
- Professionalism, tact, and patience when communicating with children, families, employees, and staff at all levels of the organization.
- Ability to define problems, collect data, establish facts and draw conclusions.
- Ability to maintain strict confidentiality always.
- Function effectively with teaching staff as a team member and work independently when required.
- Ability to pass a mandatory background clearance required of all childcare workers in the State of New Mexico.
- CPR certified within first 90 days of employment.
- While performing the duties of this job, the employee is regularly required to walk, stand, drive, sit for long periods of time and use computer equipment and cell phones. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must be able to lift 50 pounds.
- The work environment characteristics described here are representative of things an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Environmental stress may occur.
 - Exposure to chemicals in the workplace environment may occur.
 - Exposure to infectious diseases in the workplace environment.
 - Noise level in the environment is usually moderate to loud.

All candidates are required to participate in pre-employment screening, background investigation and verification of education credentials, as well as proof of reliable transportation and a valid driver's license.

Compensation contingent upon experience, education, and certifications: full benefit package. Relocation funding is not available. EEO.

To apply, please complete the [UWSFC Application for Employment](#).

