

UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

Early Childhood Teacher

GENERAL DESCRIPTION

This is an excellent opportunity for the right individual to join our family of dedicated and committed staff focused on improving the lives of families. USES brings together people from all walks of life to achieve our mission and create an environment of inclusiveness and diversity. Our Early Childhood Education program works with families to prepare each child emotionally, academically, and physically to succeed in kindergarten. Our Early Childhood Education program is accredited by The National Association for the Education of Young Children.

We provide early education for 66 children between the ages of 3 months to 6 years. Our staff strive to create a warm and nurturing environment where the development of children's positive self-esteem is strongly encouraged.

The program operates year-round and is open Monday through Friday from 8:00 am – 6:00 pm.

ABOUT THE POSITION

We are currently seeking Early Childhood teachers in our Toddler and Preschool classrooms.

The Infant/Toddler Program serves children ages 3 months to 2.9 years of age.

The Preschool Program serves children ages 2.9 years through 5 years of age.

Teachers are expected to work closely with families to promote family program involvement. These positions are full-time, 35 hours per week, Monday-Friday.

Teachers work directly with children from diverse ethnic and cultural backgrounds, and are responsible for direct supervision of children, small group instruction, and providing a nurturing atmosphere to enhance the children's educational and social development.

QUALIFICATIONS

1. Must be DEEC Infant/Toddler or Preschool certified.

2. A CDA or Associates Degree in Early Childhood Education or a related field is required; Associates or Bachelor's Degree in Early Childhood Education or a related field is preferred.
3. A commitment to USES mission and work and a love of working with children
4. Experience is a plus, especially with Toddler age children
5. An understanding and belief in working holistically with children and families is essential.

RESPONSIBILITIES

1. Plan and conduct daily activities for children
2. Plan curriculum and prepare materials required to meet children's educational goals
3. Maintain an orderly and safe physical environment, which promotes optimal growth and development of children
4. Responsible for observing, recording and reporting significant individual and group behavior
5. Attend all staff meetings, parent meetings, and family events
6. Must be available to conduct parent conferences
7. Develop and maintain a rapport with parents and encourage involvement in the activities of the program
8. Assist in the preparation of reports required by the agency
9. Continue to enhance teaching skills through participation in workshops/course

PHYSICAL REQUIREMENTS

- Must be able to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly
- Work requires close visual acuity
- Position is not substantially exposed to adverse environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

To apply, please email resume and cover letter to humanresources@uses.org. In the subject line, please specify the position to which you are applying. No phone calls, please.