



United South End Settlements (USES) builds upon its history as one of the long-standing settlement houses to provide holistic and integrated services to children, teens, adults, and seniors through programs in art, education, technology, and social services. USES is committed to its motto of “neighbors helping neighbors” and works with its neighbors to be the living room of the community. 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 Are Centre – and Camp Hale on Squam Lake in New Hampshire. To learn more, please visit our website at www.uses.org.

Early Childhood Education- Lead Preschool Teacher

GENERAL DUTIES

Reporting to the Director of Early Childhood Education, the Lead Preschool Teacher provides oversight and leadership to USES’ Preschool Classrooms. S/he is responsible for the academic, social-emotional growth and development of all children in their care; works directly with a group of children ages 2.10 to 5 years from diverse economic, ethnic and cultural backgrounds. Along with a co-teacher, the Lead Preschool Teacher is responsible for direct supervision of the children, small group instruction, and providing a nurturing atmosphere to enhance the children’s educational and social-emotional development. S/he is expected to conduct and document observations, use screening and assessment tools, and work with co-teacher to develop and plan theme-based curriculum. The Lead Preschool Teacher will communicate with parents on a daily basis.

The Lead Preschool Teacher will spend between five to ten hours per week out of the classroom to work with the three preschool teachers in the other preschool classrooms. The Lead Preschool Teacher will be responsible for overseeing the curriculum of preschool teaching teams as well as periodically providing input and support to the preschool teachers regarding classroom observations.

This job is full-time, 35 hours per week, Monday-Friday.

QUALIFICATIONS

- Must be Lead Teacher Qualified by the Department of Early Childhood Education and Care (EEC) in both Infant/Toddler and Preschool.
- A Bachelor’s Degree in Early Childhood Education or a related field (such as Special Education or Elementary Education) is strongly preferred.
- Must have a minimum of an Associate’s degree or be actively working towards it.
- Actively exhibit a passion for early education and an enthusiasm for learning.
- Demonstrate exceptional organizational and multi-tasking skills.
- Respond to changing work environments by demonstrating flexibility with schedules, teamwork, and families.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude/disposition. Must be able to manage confidential information.
- Ability to use the computer to input developmental data.
- Strong communication skills and ability to provide clear and constructive feedback to other teachers.
- Display excellent written and verbal communication skills.
- Experience implementing a research-based curriculum as well as a child assessment system.
- An understanding and belief in working holistically with children and families is essential.
- Two (2) years of managerial/supervisory experience preferred.
- Interpersonal skills and ability to develop strong staff, family, and community relationships and work well as a member of a team.
- Candidate should be a self-starter and highly motivated with a strong passion for serving children and families.
- Must be able to work a full-time schedule.

RESPONSIBILITIES

- Plan and conduct daily activities for children.
- Plan curriculum and prepare materials required to meet children's educational needs and goals.
- Maintain an orderly physical environment, which promotes optimal growth and development of children.
- Complete monthly observations of preschool teachers using ECE observation tool. Follow up observations with individual meetings with the three preschool teachers monthly. Conducts supervision on a weekly basis with preschool teachers. Completes yearly performance evaluations.
- Provides functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom.
- Review and approve curriculum for preschool classrooms. Submit approved curriculum to Director for review.
- Responsible for observing, recording and reporting significant individual and group behavior.
- Proactively pursue the professional development of staff members and self. Continue to enhance teaching skills through participation in workshops/courses.
- Attend monthly staff meetings and conduct bi-annual parent conferences.
- Develop and maintain a rapport with parents and encourage involvement in the activities of the program making families always feel welcome. Provide a classroom environment that encourages parent participation.
- Assist in the preparation of reports required by the agency.
- Assist Director in management of center operations, including staffing, administration, etc.
- Occasionally conduct tours and support new enrollment.
- Maintain accurate, complete and timely client and agency records; Complete daily meal and attendance records.
- Reports all staffing and classroom concerns to supervisor in a timely manner.
- Reports family changes in schedules and excessive absences to administration in a timely manner.
- Possess a commitment to the broader goals of the center and willingness to participate in activities, professional development, and duties that relate to those program-wide goals and NAEYC/QRIS-driven goals.
- Uphold and help further the mission of the organization.
- Work as part of an early education team and with the Senior Director of Youth and Families to facilitate departmental goals.
- Support the collection and use of data about children for continuous program improvement, including entering information into Efforts-to-Outcome (ETO) and other required databases.
- Seek out opportunities to support families across USES programs.

PHYSICAL REQUIRMENTS (with or without accommodation)

- Must be able to stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and be capable of repetitive motion.
- Must be able to stand on your feet for up to 75% of the day, capable of lifting up to 30 pounds, able to sit on the floor and crouch down, and perform multiple activities with the children including running, jumping, etc.
- 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.**