



Position Available
Notice Date: 06/16/2010

Job Title: Master Teacher
Salary Range: \$ 25,000/year + benefits
Status: This is an at-will, full-time, non-exempt position with full organization benefits.
Requirement: College degree and related experience
Deadline: Open until filled
Email resume and Cover letter to: Linda Munoz
lmunoz@readingandbeyond.org

essential

Job Description
Master Teacher Position

POSITION DESCRIPTION

The Master Teacher is responsible for the general supervision and management of a class of preschool children. The position requires the planning and execution of the educational program in accordance with the purpose, goals of Small World Preschool and in accordance with all Community Care Licensing, Policies and Procedures. The position requires that when necessary the Master Teacher would assume the role of the Preschool Site Supervisor, when the Preschool Site Supervisor is not present.

ESSENTIAL JOB FUNCTION

Ability to develop a high-quality, age appropriate curriculum to successfully engage children and foster physical, emotional, cognitive and social development.

RESPONSIBILITIES

1. Develop and implement a developmentally appropriate preschool program for young children.

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Provide weekly and monthly schedules of activities
- Develop culturally appropriate programs and activities
- Develop activities that introduce math and literacy concepts
- Establish policies and procedures including acceptable disciplinary policies
- Be familiar with emergency procedures

2. Supervise children in the Pre-school

- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and storytelling
- Build children's esteem
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Observe children and make note of progress for DRDP Purposes
- Integrate special needs children in a positive and respectful manner

3. Communicate with parents and members of the community

- Maintain progress records of each child's growth and development
- Discuss children's development with parents
- Discuss identified problems and needs with professionals as appropriate
- Encourage parent participation in school programs
- Conduct regular formal and/or informal parent/teacher conferences on each child's school adjustment, classroom behavior and developmental progress
- Participate in community activities
- Promote literacy and early education

4. Perform other related duties as required

QUALIFICATIONS/ SKILLS

- **Child Development Master Teacher Permit**
- **Bilingual English/Spanish required**
- **First aid / CPR certified**
- Experience with DRDP
- Professionally prepared as a teacher of young children, especially in the field of early childhood education and/or child development; meeting the requirements of licensing agencies
- Experience working with parents and demonstrated knowledge of academic, social, and cultural need of disadvantaged families;
- Strong conflict resolution, problem-solving, and judgment skills.
- A strong ability to work independently, multi-task, and set priorities to accomplish various instructional and operational tasks.
- Excellent community-building and communication skills: written, verbal, and interpersonal.
- Ability to encourage and motivate others
- Ability to develop rapport with children, parents and co-workers
- Demonstrated administrative experience including excellent organizational skills, work with a high degree of accuracy, and a willingness to adapt to changing situations.
- Extensive knowledge of developmentally appropriate practices in early childhood education
- Competency/experience with PC systems and standard software (Microsoft Office: Outlook, Word, Excel, PowerPoint, etc.) and Internet skills.
- Personal attitude that includes flexibility and good sense of humor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to; use hands. Repetitive bending, stretching and stooping. Have mobility required to ensure safety of children. Work with children on the floor. Work outdoors in a variety of weather. The employee frequently is required to stand; walk; sit; reach with hands and arms, stoop, and kneel. Fully capable to have visual or hearing capabilities consistent with child Care Licensing safety requirements. The employee must occasionally lift and/or move up to 40 pounds.

Special Requirements

- The candidate must have reliable car and maintain updated license and insurance
- All Reading and Beyond staff is required to submit to a background check.
- Candidate must be available to work evenings and weekends as needed.

BENEFITS:

Note: Reading and Beyond maintains the right to alter the level of benefits with appropriate notice.

A. Vacation Leave	0-2 years - 10 days per year 2-4 years - 15 days per year 4-6 years - 20 days per year 6 + years - 30 days per year
B. Sick Leave	1 day accrues every month of employment after completion of 3 month introductory period; maximum accrual of 17 days.
C. Medical, dental, and vision insurance	Your premium will be paid by the Reading and Beyond up to \$400 per month. Dependents may be covered at your expense through payroll deduction.
D. Retirement	Reading and Beyond 401(K) Plan; Reading and Beyond matches up to 4% of your annual compensation.

Reading and Beyond is an Equal Employment Opportunity Employer.