



**PROGRAM:** Escuelita Boriken

**POSITION:** Preschool Teacher Full Time

**DEADLINE:** RESUME AND COVER LETTER MUST BE RECEIVED NO LATER THAN May 26, 2010

**OUR HISTORY:** Escuelita Boriken is the preschool program of Inquilinos Boricuas En Accion. Escuelita Boriken provides a balanced Spanish-English bilingual program of organized activities aimed at fostering the linguistic, social emotional, physical and educational development of pre-school aged children. Our aim is to create a bilingual and bicultural environment that is nurturing, self-affirming and fun for our young children and their families and prepares them for school success. As a Preschool Teacher you will be responsible for the care and education of a group of children as part of a teaching team and functions as team leader or co-leader. The Preschool Teacher is responsible for planning and implementing the curriculum, assessing the needs of individual children, and work with parents, with active participation of other members of the teaching team.

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#### GENERAL DESCRIPTION:

Teacher works under the immediate supervision of the Director of Education and to the Education Coordinator. The teacher is responsible for implementing child assessment and designing activities to meet children's needs, motivate children toward a positive attitude for learning, facilitate the development of self control, social emotional skills, self-esteems and conduct meeting with parents and ensure quality programming.

#### RESPONSIBILITIES:

- Planning, implementing program curriculum, assessment and instructional models that conform to proven best practices.
- Assessing the needs of individual children ensuring health, safety, education and social development of each child in the group.
- Provide daily experiences/activities which stimulate physical, social, emotional, and cognitive growth and develop language and literacy skills of young children through the use of developmentally appropriate practices and curriculum that are based on each child's developmental progress and needs.
- Promote positive self-esteem in children and motivate children toward a positive attitude for learning.
- Follow routines daily which help children keep themselves and others, healthy and safe such as hand washing, toileting, brushing teeth, and appropriate classroom management techniques.
- Assess the development status of each child on a regular basis through observation and various appropriate recordkeeping techniques, writing progress reports and education plan as necessary.
- Schedule and conduct formal, individual parent-teacher conference at least three times per year, as well as, communicating on a regular basis with parents/family members to build mutual understanding, greater consistency for children and information sharing.
- Maintain record of each child's progress and development; prepare written report prior to parent conference and provide copies for the child's permanent records.
- Be knowledgeable about appropriate referral services for families and children. Work with the Program Director to obtain the needed services for families and children.
- Comply with and use the National Association for the Education of Young Children (NAEYC) and the Department of Education Guidelines and Standards for Education and practice/follow them consistently.
- Use of the Early Childhood Education Rating Scales (ECERS) for monitoring quality and evaluating programming.
- Attend and participate in staff meetings and/or in service training sessions.
- Keep Program Director informed about any problems, concerns, issues, emergencies, parents complaints, or equipment needs/repairs.
- Maintain and oversee all compliance and regulatory data for operation and accreditation
- Ensure that all children in the program leave safely and that the child care area remains in order.
- Participates fully in the organizations annual Agency events, Three Kings Day, Membership Drive, Board Election, Festival Betances and other events related to the community.
- Carries out ad hoc duties as needed to ensure IBA maintains its effectiveness
- Participate in other activities as needed
- All other duties as determined by the Director of Education and Education Coordinator.

**QUALIFICATIONS:**

- Bachelor's degree in education, early childhood development, or related field
- Development and three months teaching experience with appropriate age group; minimum
- Appropriate certification in hand or able to obtain Teacher Certification form Massachusetts Department of Early Education and Care
- Knowledge in Create a Curriculum, cc.net; preferred
- Must meet CORI requirement
- Good Moral character, mature judgment and a strong sense of responsibility and dedication
- Must maintain a current First Aid Training Certification and CPR Certification
- Highly positive and enthusiastic style capable of motivation others
- Bilingual in Spanish-English (oral and writing skills)
- Computer literate
- Unparallel sense of humor and great people's skills
- Motivated to learn and work in collaboration with others to continuously work towards excellence
- Experience teaching arts education programs, preferred
- Excellent written and oral communication skills
- Computer literate
- Bilingual Spanish/English, preferred
- Experience managing multiple projects
- Ability to work under tight timelines
- Demonstrated ability to work a diverse range of programs and people and to influence interaction among groups with different perspectives and work customs.

**Please send your cover letter and resume to:**

Inquilinos Boricuas En Accion (IBA)  
Ileana Lanzo  
Finance and Administration Department  
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Or  
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