



Position Available: Lead Teacher

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

POSITION DESCRIPTION AND JOB FUNCTIONS

Jack & Jill Center's Early Education Program provides quality, year-round early childhood education focusing on enabling children to grow emotionally, physically, and socially in a safe, caring environment using age-appropriate methods for cognitive growth. The Center is open year-round, Monday through Friday, and serves children who are six weeks to five years old. The Lead Teacher plays a crucial role in overseeing and facilitating the educational development of young children. They design and implement age-appropriate curriculum, create engaging learning activities, manage classroom dynamics, assess children's progress and more. The Lead Teacher will be responsible for creating and maintaining a developmentally appropriate classroom atmosphere conducive to learning and to provide positive educational experiences for all students as well as:

- Plan, align, implement, evaluate, and individualize effective instruction and assessment in a variety of learning environments, including weekly developmentally appropriate lesson plans, and child portfolios.
- Use appropriate instructional strategies, books, and materials that reflect each student's culture, learning styles, special needs, and socio-economic background.
- Use appropriate techniques, strategies, books, and materials which promote and enhance critical, creative, and evaluative thinking capabilities of students.
- Use assessment strategies (traditional, authentic, and alternative) which are aligned with the curricula and standards to assist in the continuous development of the learner.
- Utilize data to inform instruction and meet the differentiated needs of the students.
- Use an understanding of learning and human development to provide a positive learning environment which supports the intellectual, personal, and social development of all students.
- Establish a classroom management system that maintains appropriate discipline and creates a positive learning environment in which students are actively engaged in learning, social interaction, cooperative learning, and self-motivation.
- Conduct parent conferences to help parents/families to become full partners in the education of their own children.
- Work with peers, parents, community, and other stakeholders in the continuous improvement of the educational experiences of students.
- Integrate appropriate technology in the teaching and learning processes.
- Use effective communication techniques with students, parents, and all other stakeholders.
- Treat students under their care kindly, considerately, and humanely, administering discipline in accordance with regulations of the state and Broward County Child Care Licensing, provided, that in no case shall cruel or inhuman punishment be administered to any child attending Jack and Jill Center.

- Assist students with personal cleanliness (including toileting), neatness, order, promptness and gentility of manners, avoid vulgarity and profanity and cultivate in them habits of industry and economy, a regard for the rights and feelings of others, and their own responsibilities and duties as citizens.
- Attend conferences relating to education as may be required by law, by the Department of Education, Florida Department of Children and Families or by Jack & Jill Center, including 45 hours, and 10 hours of annual in-service, FCCPC, TEACH needs, infant, toddler, first aid CPR, etc.

MARGINAL JOB FUNCTIONS

The Lead Teacher is an essential part of early education program. Thus, they will be expected to perform the following job functions:

- Keep records and prepare and submit reports as may be required by law, by regulations of the state, Broward County Child Care Licensing, or Jack & Jill Center.
- See that the school building, and all things pertaining thereto, are not unnecessarily defaced or injured.
- Engage in planned, quality professional development and continuous improvement for self and school.
- Give instructions in and hold, under the direction of the Director of Schools, such fire and emergency drills as may be prescribed by law, by regulations of the state/local county licensing and as otherwise may be deemed necessary.

POSITION REQUIREMENTS

- Ability to work cooperatively with students, parents, team members and supervisory staff.
- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively both orally and in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence encouraged, and individuality respected.
- Excellent interpersonal and communication skills.
- Follow and enforce the Center's policies and procedures at all times as listed in employee and parent handbooks.
- The job may require lifting up to 20 lbs.

POSITION QUALIFICATIONS

Candidates for the Lead Teacher position should have:

- Bachelor's degree or higher from an Accredited institution in Preschool Education (Birth-Age 4) or Early Childhood Education.
- Certification of a National CDA and experience in group care of children less than six years of age.
- 45 DCF child care hours completed.
- CPR/First Aid for Infant through Adult.
- Knowledge and understanding of early childhood education "Best Practices" in federal and/or state standards, and content-specific subject matter.
- Proficiency in basic computer applications (e.g., email, Microsoft).
- A valid driver's license and access to transportation.
- Authorization to work in the USA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

SPECIFICS

Title: Lead Teacher

Team: Early Education

Reports To: Director of Schools

Pay: \$16 - \$20 per hour

Classification: Full-time/Non-exempt

To apply, please submit an Employment Application by [clicking here](#).

Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance.