

## **Little Folks Fellowship Nursery School**

### **Teacher Job Description**

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[Little Folks Fellowship Nursery School \(fupc-cambridge.org\)](http://LittleFolksFellowshipNurserySchool(fupc-cambridge.org))

#### **Overview:**

We are a Christian preschool where we create a joyful school experience. We believe in child centered play. We provide opportunities for children to grow physically, emotionally, relationally and spiritually. This is the right opportunity for a person who enjoys preschool aged children and communicates in a warm way with children.

#### **Position Description:**

We are hiring a part time EEC teacher. The teacher assistant will work closely with the other teachers to ensure the safety of the children, prepare learning environments, and work collaboratively with the other teachers to help the school run smoothly.

Initiate Play Activities- Encourage a child to become involved in one of the many play areas. Sometimes a shy/non-English child may have trouble joining in with play. Notice where they seem to be interested in and encourage them to join in with voice. For example, if the children are playing in the house area, we start by asking the other children already playing, "Who are you" and the child may tell us that they are "The mommy", we then assign -a part to the shy child who is then able to take over their role. We do this each and every time we see the situation with this shy/non English child. This has worked repeatedly at LFF, assuring that the shy/non English child is truly a part of our school.

Positive Behavioral Management - We are trying to teach them to love and care for each other as Jesus loves and cares for us. We always use the words, "We do not take anything out of someone else's hands." "We walk at school." "It looks like you need a minute to yourself, and then let's talk about what is happening here."

1. Model appropriate behavior. We will spend some time together at circle time putting on little skits of things that went wrong or right that morning.
2. Redirect children to something positive.
3. Encourage self-control. "Try to keep your crayon on the paper like this."
4. Clear limits. "We do not throw our cookies on the floor at school, or at home either."
5. Have a quick intervention when children get physically aggressive.
6. Give each child the words to use to teach them to develop their own positive strategy for conflict resolution.

**Hours:** Monday: 8:30 - 12:30, Wednesday: 8:30-12:30, Friday: 8:30-12:30

**Additional hours available:** Monday 8:00-2:00, Wednesday: 8:30-2:00, Friday 8:30-2:30

**Calendar:** September through June, with breaks and holidays aligned with Cambridge Public Schools.

**Compensation:** salary at a rate equivalent to \$23 - \$25/hourly, with paid time off for breaks and holidays

**Duties and Responsibilities:**

- Prepare Learning environments
- Interact with students during Free Choice Time
- Work with the other co teachers to divide teaching responsibilities
- Assist children in washing of hands & toileting
- Preparing, serving and cleaning up snack
- Maintaining Class Dojo
- Reading to the children, interacting with them during center time, assisting during circle time
- Packing up backpacks and helping with dismissal
- Attend required trainings and staff meetings
- Attendance is mandatory as there is a strict ratio to teacher/student that the school must follow.

**Qualifications:**

- Teachers must always express warmth to children. This will be done by social conversations, laughter, eye contact and smiles. You must provide attentive, comforting, and culturally appropriate care. You must be consistent in your care and when implementing rules and expectations. You must recognize signs of stress in the children's behavior and respond with appropriate stress reducing activities. You must talk to each individual child as opposed to the whole group. You must help maintain the classroom with positive redirection, problem solving, setting appropriate limits and active listening.
- You must adhere to a strict list of requirements from early Education and Care. You must pass a fingerprint, CORI, Sori and Background Record Check. This is a list that includes CPR classes every year, First Aid classes every two years, teacher trainings, staff meetings, and more. You must have a physical form on file from a doctor.
- EEC Licensure

**Additional Information:**

- If you are hired to work at Little Folks Fellowship Nursery School, you will have a 90 day trial period before you are permanently hired by letter from the Director
- Little Folks Fellowship is a 501(c)3 nonprofit organization with a close relationship to First United Presbyterian Church