



January, 2017

**Roudenbush Children's Center at Frost
Teacher Position
Full Time Opening**

SUMMARY:

The Teacher is responsible for the overall development, nurturing and implementation of a well-balanced program for those children under their supervision. This is in keeping with the guidelines established by the Director of the Children's Center and EEC.

RESPONSIBILITIES:

- Responsible for the development of a well-balanced program for those children under the Teacher's care.
- Responsible for the development of the written plan describing the various activities for each planning period.
- Responsible for implementing or executing the program with sufficient flexibility to respond to the needs of individual children.
- Responsible for development of written reports for children under 7 years of age, of the progress of each child twice a year or more if the program/child requires it.
- Responsible for attending staff meetings and in service teacher training sessions (2 hours per month)
- Responsible for maintaining current standards for the Department of Early Education and Care.
- Responsible for supervising children while at play, setting limits, helping children resolve conflicts, and interact and participate in play activities.
- Any additional job as requested by the site Director/Asst. Director/Executive Director

QUALIFICATIONS:

Successful background check through EEC (CORI)

- 18 years of age
- Minimum of 2 years experience in a classroom
- EEC licensed as teacher as outlined in the state regulations

PHYSICAL REQUIREMENTS:

Little physical effort required to perform work. Light lifting up to 25-30 pounds. May on occasion lift up to 75 pounds. Ability to hear, talk, walk, sit, bend, reach and grasp. Often needs to stoop, crawl or crouch. Must be able to access all building levels. Ability to operate a computer and view computer screen. Ability to use hand tools for minor repairs and maintenance. Manual use of telephone, copying, facsimile machines and other standard office equipment.

65 Main Street, Westford, MA 01886

www.roudenbush.org



The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This position description does not constitute an employment agreement between the Center and the employee and is subject to change by the Center, as the needs of the Center and job may require.

