The Jewish Community Center has an opening for a full time **Early Childhood Teacher and Assessment Facilitator** to join our team. This position is based primarily at our Chesterfield location and is eligible for our full-time employee benefit package.

**Overview:**

The J's Early Childhood Program is accredited by the State of Missouri and licensed by the Missouri Department of Health and Senior Services. We use the Project Construct and Conscious Discipline curriculum framework and focus on character-development, value-driven programming for our students.  We provide care for children ages 6 weeks – 5 years of age in a safe, warm, nurturing environment that helps children feel good about themselves and the world around them. Our program operates from 7am to 6pm, Monday - Friday. Applicants should have flexibility to work within our operating schedule.

**Responsibilities:**

- Plan and deliver curriculum for assigned class
- Work with Site Director to coordinate and deliver age appropriate assessments and screenings for children enrolled in the center
- Communicate assessment results with classroom teachers and parents in a timely and professional manner
- Ensure required consents are completed and records are maintained for all children participating in assessments
- Maintain confidentiality
- Schedule, prepare and conduct parent teacher conferences for your class.
- Set up, take down and clean classroom as necessary.
- Follow all Missouri licensure and JCC guidelines in the course of your work.
- Perform anecdotal record keeping, for example, daily observations, injury reports, parent inquiries, etc.
- Communicate professionally with parents and coworkers. Maintain a professional attitude at all times.
- Communicate and interact appropriately with children
- Attend in-service workshops, conferences, staff meetings, and special events as required.
- Earn 18 continuing education credits per year.
- Incumbent in the position is required to become First Aid and CPR certified upon hire (training provided) and certification must be kept current.
- Maintain a neat and clean appearance
- Be punctual and maintain good attendance
- Other duties as assigned by supervisor

**Preferred Qualification:**

- Training and experience using the Project Construct Curriculum Framework
- Training and experience using Conscious Discipline

**Qualifications:**

- College degree in Education or related field, minimum of nine (9) credit hours in Early Childhood Education is required.
- Prior experience working with DIAL 4 or ASQ-E assessments is required
- Prior experience working with children in an educational environment is required

- Must be proficient with computers, including Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Access)
- Strong written and oral communications skills
- Demonstrated customer service skills
- Demonstrated ability to work within a team environment
- Must possess strong organizational skills and ability to multi task in a dynamic environment.
- Able to physically stand, walk, bend, stoop, kneel and lift children up to 50lbs.
- Able to accompany children outside to playground, to gym class, and to swim class (teachers are in the water)

**Teachers are required to become registered with the MO Family Care Registry. Active registration must be maintained for employment at our center. Annual TB testing and current Hepatitis A vaccinations are required per state regulations.**

For more information about the J, please see our website: www.jccstl.org .

To apply for this position, please submit your resume, J application and cover letter to careers@jccstl.org . The J application is available for printing on the employment section of the J's website. Note that it is not an online form. Please be sure to indicate in the subject line of your email the title of the position you are applying for, "Early Childhood Teacher and Assessment Facilitator".

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.