



The Jewish Community Center has openings for **Full Time Teachers** to join our Early Childhood Program at our Chesterfield location. These positions are full time and include our employee benefits package (medical, dental, pension, 403b, paid vacation, sick and holiday time, etc.

**Available positions:**

**Chesterfield**

- 1) Three 10 hour days with start and end times between 7:00am-6:00pm (scheduled day off TBD)
- 2) Four 10 hour days with start and end times between 7:00am-6:00pm (multiple positions; scheduled day off TBD)
- 3) Five 8 hour days with start and end times between 7:00am-6:00pm

**Overview:**

The J's Early Childhood Program is an "Ethical Start School" accredited by the State of Missouri and licensed by the Missouri Department of Health and Senior Services. We use the Project Construct Curriculum Framework. 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
- 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 12 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 Qualifications:**

- College degree in Education or related field
- Prior experience working with children
- Prior education experience
- Training and experience using the Project Construct Curriculum Framework

**Minimum Qualifications:**

- Minimum age of 18
- High School Diploma (or GED) required.
- Minimum of 60 hours college credit and/or CDA (Child Development Associate) is required for full time.
- 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 further information about the J please see our website: [www.jcctl.org](http://www.jcctl.org)

To apply, please submit your resume, cover letter, and completed J application to [careers@jcctl.org](mailto:careers@jcctl.org) . Please indicate in the subject line of your email the position title, "Early Childhood Teacher-Chesterfield", and the schedule you are applying for. The J's application is available for printing from the employment section of our website. Please note that this is not an online form.

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