



The Jewish Community Center has openings for **Full Time Teachers** to join our Early Childhood Program at our Creve Coeur location. These positions are full time and include our employee benefits package (medical, dental, vision, life insurance, long term disability insurance, voluntary insurance plans, pension, 403b, paid vacation, sick and holiday time, membership and program discounts, etc.). Our Center is open from 7:00a to 6:00p and candidates are expected to be available to work within our hours of operation.

**Available positions:**

**Creve Coeur**

Five 8 hour days Monday- Friday; start and end times will be between 7am to 6pm.

Four 10 hour days Monday-Friday; start and end times will be between 7am to 6pm with day off to be determined.

**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 frameworks. 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.

**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 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

**Qualifications:**

- Minimum age of 18 is required.
- High School Diploma (or GED) required.
- Must meet educational requirements for position as set by Missouri Accreditation. Current requirements can be found at [www.moaccreditation.org](http://www.moaccreditation.org)
- College degree in Education or related field is preferred.

- Prior experience working with children is required
- Prior experience in a school or educational setting is preferred.
- Training and experience using the Project Construct Curriculum Framework is preferred (or training will be provided)
- Training and experience using Conscious Discipline is preferred (or training will be provided)
- 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 Safety Registry. Active registration must be maintained for employment at our center. Annual TB testing and current Hepatitis A vaccinations are required per state regulations (and provided as necessary). Pre-employment background screening including finger print background screen is required.**

For further information about the J please see our website: [www.jccstl.org](http://www.jccstl.org)

To apply, please submit your cover letter and resume to [careers@jccstl.org](mailto:careers@jccstl.org). Please indicate in the subject line of your email the position title, "Early Childhood Teacher-FT Creve Coeur" and the position/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.