



The Jewish Community Center has part time openings for **Teachers (Part Time- Fox)** to join our Early Childhood Center team at our Chesterfield location.

**Current Part Time Openings:**

Chesterfield            11:00am to 4:00pm; Monday- Friday  
                                 1:00pm to 6:00pm; Monday- Friday

**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. 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 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 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.
- A minimum of nine (9) college credit hours in early childhood, child development, youth development or child/family related courses.

- 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 in good standing must be maintained for employment at our center. Yearly negative TB test results and current Hepatitis A vaccinations are required.**

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

To apply for this position please submit your resume, cover letter, transcripts, and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please indicate which opening (**Teacher, Part Time Fox**) you are applying for in the subject line of your email and please indicate which shift you are applying for---morning or afternoon. 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 JCC is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.