

SUBSTITUTE TEACHER

The Town of Mashpee Recreation Department welcomes applications for a Substitute Teacher for the Kids Klub Preschool and Childcare Center, \$22.25/hr. This position works on an on-call, as needed basis Monday through Friday between the programs operating hours of 8:00am – 5:00pm. Position open until filled.

Minimum Requirements: Must be a minimum of 21 years of age or High school diploma or equivalent and have successfully completed three credits in category Child Growth and Development and have nine months of work experience or one practicum; or have a Child Development Associate (CDA) Credential; or have graduated from a two-year high school vocational program in early childhood education, approved by the Office for both the education and experience requirements and have been evaluated and recommended by the program instructor; the following education may substitute for a portion of the required work experience: an Associate's degree or Bachelor's degree in early childhood education or a related field of study may substitute for six months of the required experience; or a Bachelor's degree in an unrelated field of study may substitute for three months of the required experience; or for Infant/Toddler teachers, one continuing education unit (10 hours of instruction) in category Infant and Toddler Development, Care and/or Program Planning may substitute for three months of work experience; to be qualified as a preschool Teacher, three months of the required work experience must be in care giving to preschool age children; to be qualified as an infant/toddler Teacher, three months of the required work experience must be in care giving to infant/toddler; CPR and First Aid certification or within 6 months of employment. Must possess a valid MA driver's license (Class D). Must successfully pass a comprehensive background investigation.

Responsibilities: In charge of the supervision, safety and education of their students. Must follow a curriculum based upon the foundations of early childhood development emphasizing language, motor skills and relationship building using art, reading, role-playing, creative movement and music to help students learn. Plans a daily program of developmentally appropriate activities. Serves as mentor, role model and advocate for students and team members.

In order to be considered, a fully completed original Employment Application is required (available on the HR Dept. Employment Opportunities webpage at mashpeema.gov). The original application must be submitted to:

Mashpee Town Hall, Human Resources Department
16 Great Neck Road North
Mashpee, MA 02649

The Town of Mashpee is an EEO/AA Employer
Applications from Women and Minorities are Encouraged

Reposted: March 13, 2024

**TEACHER – JOB DESCRIPTION
DEPARTMENT OF RECREATION
TOWN OF MASHPEE, MASSACHUSETTS**

SUMMARY

The Teacher is in charge of the supervision, safety and education of their students. The Teacher must follow a curriculum based upon the foundations of early childhood development, emphasizing language, motor skills and relationship building. Preschool staff employs art, reading, role-playing, creative movement and music to help students learn. Teachers serve as a mentor for Teacher Assistants. They act as role models and advocate for students and team members.

SUPERVISION

Supervision Received: Works under the general supervision of the Childcare Coordinator and/or the Lead Teacher, following established rules, regulations, policies and procedures.

Supervision Given: Direct supervision of all assigned and subordinate staff as well as children in their classroom.

JOB ENVIRONMENT

Work is performed in a designated area or classroom, playground and outdoor space during all seasonal weather conditions. The weather conditions may be uncomfortably hot or cold. Periodically the person in this position is subjected to stress. Requires continuous concentration and composure at all times.

Makes frequent contact with the general public and school officials that require patience, tact and discretion; communications involve multiple media e.g., face to face discussion, telephone, e-mail and hard copy correspondence.

ESSENTIAL FUNCTIONS

[The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]

1. Has direct responsibility for, and/or assists in, planning a daily program of developmentally appropriate activities.
2. Keeps records as required by the Childcare Coordinator and EEC.
3. Follows procedures to safeguard the health and safety of the children.
4. Maintains a healthy classroom atmosphere.
5. Assists in involving families in the center's program.

6. Participates in internal staff activities and in special training programs.
7. Has direct responsibility for, and/or assists the Lead Teacher in, preparing the classroom calendar, lesson planning, classroom supply needs, progress reports, daily communication with parents/guardians, and recording incident and injury reports as required.
8. Respects, reassures, guides and encourages all children under supervision and care.
9. Facilitates each child's emotional, social, intellectual, and physical growth.
10. Promotes good hygiene and provides a healthy, safe environment for children.
11. Promotes learning and development through activities appropriate to age.
12. Develops and maintains trusting relationships with staff and children.
13. Provides continuous classroom safety and security, including proper verification of identification during child pick-up times.
14. Responsible for routine upkeep and neat arrangement of classrooms and hallways.
15. Prepares daily routines and organization to help maintain a creative, esthetically pleasing, and challenging classroom environment.
16. Helps provide smooth transition times from one activity to another.
17. Maintains confidentiality of department records and information on a "need to know basis."
18. Performs other similar or related duties as required or as the situation dictates.

ERRORS AND OMISSIONS

Errors or omissions, inadequate coordination, untimely work, inaccuracies, or actions and inactions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Must be at least 21 years of age or have a high school diploma or equivalent and meet one of the following sets of requirements: have successfully completed three credits in category Child Growth and Development and have nine months of work experience or one practicum; or have a Child Development Associate (CDA) Credential; or have graduated from a two-year high school vocational program in early childhood education, approved by the Office for both the education and experience requirements and have been evaluated and recommended by the program instructor. The following education may substitute for a portion of the required work experience: an Associate's degree or Bachelor's degree in early childhood education or a related field of study may substitute for six months of the required experience; or a Bachelor's degree in an unrelated field of study may substitute for three months

of the required experience; or for Infant/Toddler teachers, one continuing education unit (10 hours of instruction) in category Infant and Toddler Development, Care and/or Program Planning may substitute for three months of work experience; to be qualified as a preschool Teacher, three months of the required work experience must be in care giving to preschool age children; to be qualified as an infant/toddler Teacher, three months of the required work experience must be in care giving to infant/toddlers (Department of Early Education and Care regulations 606 CMR 7.09(18)(c)2).

Knowledge, Skills and Abilities:

Knowledge: Considerable knowledge of Child Growth and Development and related “best practices.” Knowledge of all equipment necessary to implement the program/class. Knowledge with the operation of emergency equipment, communication equipment, a computer, copiers, facsimile machines, and standard office equipment.

Skills: Skill to possess CPR and First Aid certifications. Skill in operating a keyboard at an efficient speed. Must be capable of reporting to work punctually and dependable in attendance.

Abilities: Ability to perform the essential functions of this position in an accurate, neat and timely fashion; to make good judgements and decisions; and to evaluate the results of decisions and judgements; ability to effectively communicate orally and in writing; ability to understand and follow oral and/or written instructions; ability to deal professionally, tactfully and appropriately with others

Physical Requirements: Physical ability to walk over uneven terrain; ability to see and read, with or without vision aids, a computer screen, printed matter, and distinguish colors; ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone; manual dexterity to operate a telephone, cell phone, and computer keyboard; ability to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English; physical agility to lift up to 25 pounds to shoulder height and up to 50 pounds to waist height; and to bend, stoop, kneel, climb stairs, sit, stand, walk, use hands to finger or handle objects, reach with hands and arms and to reach overhead; manual dexterity to operate recording devices, handle audio/visual equipment for displays, exhibits, demonstrations and interpretative activities. Must be able to operate a keyboard at an efficient speed.

Special Requirements: Must complete required Staff Information Form, CORI/DCF check, fingerprinting and Verification of Preschool and/or Infant/Toddler Work Experience Form; must have evidence of physical examination that was completed within one year of employment and maintain the requirements of EEC; evidence of current MMR, Hepatitis B, and Td/Tdap (serologic evidence may be substituted); must be available for monthly staff meetings and parent meetings as required; may be asked to work extra hours in emergency situations; current CPR and First Aid certification within 6 months, and maintain thereafter while employed. Must be able to demonstrate, through references or otherwise, the ability to assign priorities to varied work demands, independently and effectively accomplish detailed work requirements, and provide high levels of courteous service. Must possess and maintain a valid Commonwealth of Massachusetts driver’s license (Class D) to operate a motor vehicle. Must successfully be able to complete a comprehensive background investigation and criminal record check. Must be able to successfully pass a one-year probationary period. Must be able to provide proof of eligibility to work in the United States.

[This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.]

Adopted: June 12, 2020
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