



NONOTUCK COMMUNITY
SCHOOL, INC.

221 Riverside Drive • Florence, MA 01062 • (413) 586-5996 • nonotuck.org

Creativity. Curiosity. Community.

JOB DESCRIPTION: Co-teacher in preschool or toddler classroom

Teachers should be licensed by EEC with a “Lead Teacher” or “Teacher” certification for toddlers and/or preschool children. Students of early childhood who need to complete their classroom requirements (hours) will be considered. English fluency is required. Basic computer skills, such as email, are required.

All teachers must be documented as healthy to work with children and must be able to move freely in the classroom. In case of an emergency, all teachers must be able to lift a 30 pound child and be able to crouch or sit on the floor.

1. SPECIFIC DUTIES: The Teacher will be expected to perform the following duties:
 - a. To plan and implement a curriculum appropriate for the age of children in the group, either toddlers or preschools (grouped by age) between 15 months and 6 years of age.
 - b. To insure the health and safety of the children at all times, including their emotional well-being.
 - c. To participate in the preparing and serving food, cleaning the classroom, toileting and diapering (as needed), and outdoor play.
 - d. To follow all Massachusetts EEC requirements, including curriculum, health & safety, professional development, and all regulations set by the state.
 - e. To keep records on the progress of children in his/her care, complete assessments, progress reports, and other required documents on time, as needed, and maintain strict confidentiality as to the lives of the children and families in your care.
 - f. To maintain records and documents for the purpose of licensing and/or accreditation, which may include classroom assessments, portfolios, or other documentation of school life.

- g. To have high professional standards when working with other teachers, professionals from support programs, parents, visitors, and administrators and board and when representing Nonotuck in the community.
 - h. To work with auxiliary staff, including aides, Summer Youth Employment Program (SYEP) workers, work-study students, volunteers, parents, students teachers and interns; and to provide guidance, suggestions, and evaluations of their work as necessary.
 - i. To take charge of the School in the absence of the Director, at the request of the Director and the Board of Directors.
 - j. To maintain contact with parents, including the writing of daily emails, and to encourage the sharing of family life in the curriculum.
 - k. To attend parent conferences, staff training sessions and meetings, and some other school events. In so far as possible, these will be scheduled within regular working hours.
 - l. To assume any other appropriate teaching duties as agreed upon with the Director.
2. LINE OF COMMAND: The Teacher will be directly responsible to the Director.