



JOB TITLE: Early Childhood Educator
LOCATION: Barbara and Jack Kay Early Childhood Learning Center
Palm Beach Gardens and Edward and Thelma Glantz
Early Childhood Learning Center – Boynton Beach
CLASSIFICATION: Full Time Salary Exempt, Full Time Hourly or Part Time
Hourly, based on supervisory responsibilities
REPORTS TO: Early Childhood Director
REVISION DATE: June 2015

Barbara and Jack Kay Early Childhood Learning Center Mission Statement

Based on a forward-thinking and constantly evolving – yet deep-rooted educational philosophy – the Mandel JCC Early Childhood Learning Centers focus on welcoming children and their families into a quality educational experience based on Jewish values. Children are encouraged to develop and grow as individuals as well as members of the Jewish community.

Position Summary

The Mandel JCC Early Childhood Learning Center teachers play a key role, setting the tone by valuing each child and family as individuals. They have the educational qualifications, dispositions, knowledge, dedication to learning, and professional commitment necessary to promote children and their families as they learn and develop. Teachers work together with their teaching team to develop, implement, and evaluate the classroom pedagogy, to provide a quality educational program reflecting the goals and values of the school. Teachers monitor the development and learning of the children and partner with families in sharing this information. Teachers also supervise and provide guidance to substitutes and classroom volunteers.

Position Requirements

1. Bachelor’s Degree in Early Childhood Education, Elementary Education, Child Development, Psychology, or Social Work; or Associates Degree in Early Childhood Education or Child Development; or Child Developmental Associate Credential (CDA). *Employees who do not hold these credentials may be asked to pursue extensive education in the field of education or a related field.*

2. Department of Children and Families approved 40-clock-hour introductory course in child care or the educational exemption granted by the training coordinating agencies, when applicable.
3. Meet Florida Department of Health requirements for teaching in an Early Childhood Learning Center.
4. CPR and First Aid certification or willingness to acquire it.
5. Knowledgeable of Palm Beach County Health Department rules and regulations governing child care facilities.
6. Strong English communication skills: oral, reading and writing.
7. Working knowledge of the growth and development of young children and ability to utilize this information in the classroom.
8. Ability to supervise volunteers and substitutes and work in a teaching team.
9. Judaic knowledge or willingness to acquire this knowledge through study.
10. Ability to relate to young children and adults in an emotionally responsive manner.
11. Be sensitive to individual children's differences and needs, and be willing to adjust the program to meet those individual needs.
12. Competent in various skill areas such as music, art, science, literacy, mathematics, language development and physical development.
13. Competent in various skill areas such as planning, scheduling, record keeping, classroom environmental design and arrangement, classroom management, physical safety of children, and staff and parent communication.
14. Be motivated to learn and grow in an educational environment and be willing to continually increase knowledge in the field of Early Childhood Education, including collaboration with specialists , coaches and consultants
15. Be willing to work in a team environment; willing to collaborate with colleagues and members of the community.

Preferred

1. Graduate degree in a child related field.
2. At least three years of experience in the field of Early Childhood Education.
3. Interest and experience working with Special Needs Children.
4. Jewish education and observance.
5. Familiarity with community resources.

Physical Requirements

1. Ability to actively participate in children's play and care including frequent reaching, running, and sitting on the floor and in small chairs.
2. Hearing and speaking to exchange information in person and by phone.
3. Seeing to read and prepare documents, monitor children for safety, and perform assigned duties.
4. Sitting or standing for extended periods of time.
5. Dexterity of hands and fingers to operate tools and equipment.
6. Ability to lift children.
7. Ability to safely lifting or moving up to 35 lbs on an occasional basis, for example movement of materials or texts.

8. Kneeling, bending, stooping, stretching, squatting, pushing and pulling, reaching overhead, above the shoulders and horizontally.

Salary Range:

- Commensurate with experience and education.
- Continued employment is dependent upon availability of funding resources and satisfactory job performance.

Non-Discrimination Statement:

The Jewish Community Center does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Jewish Community Center Personnel Manual. The Jewish Community Center will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description is for informational purposes only and is not all-inclusive. For a complete job description please contact our Human Resources Department by calling 561-740-9000.

Qualified applicants are invited to send cover letter, resume and salary history to veronicam@jcconline.com.