

Mystic Learning Center, Inc.

MELC LEAD PRESCHOOL TEACHER

- **Job Duties:**
 - Assist in administering and supervising the MELC program
 - Create a safe and clean environment
 - Create an atmosphere that promotes positive teamwork/ staff interaction
 - Assist with attendance and knowing daily counts
 - Assist in the cleaning of the center
 - Create enriching curriculum with 75% of the lesson plans being compatible with core standards
 - Assist in obtaining proper documentation for family authorizations and child files
 - Assist in proper CACFP documentation of snacks and meal counts
 - Assist with contracting, invoicing, and reporting
 - Supervise assistant teacher
 - Complete incident and injury reports as needed, and report them to supervisor
 - Complete end of the day Schedule Book
 - Attend relevant meetings with youth serving agencies and the Mystic community including parent meetings and all child care meetings
 - Maintain professional development and Professional Qualifications, PQ Registration, completion of Strong Start, and complete minimum 20 hours of training per year
 - Perform all other duties assigned by directors
- **Qualifications:**
 - Associate Degree in education or in related field or education as required by Department of Early Education and Care (DEEC) preferred
 - EEC Professional Qualifications Certification as a Lead Teacher required
 - Must be 21 years of age
 - Previous experience working in an educational children's program or experience as required by DEEC
 - Completion of child growth and development course preferred
 - Comply with trainings and orientations as required by DEEC
 - Comply with BRC as required by DEEC
 - Ability to relate well with low income community and local community agencies
 - CPR/first aid training provided as needed as required by DEEC
 - Physical examinations, statement of limitations, immunity to MMR/TB as required by DEEC
- **Benefits:**
 - Health, Dental, & Vision Insurance, Life Insurance; Vacation & Sick Time; Paid Holidays; Professional Development Opportunities; Higher Education or Credentialing Opportunities; Bonus Incentives
- **Hours:**
 - 30 to 40 hours per week when school is closed (13 weeks)
 - 25 to 35 hours per week when school is open (39 weeks)
- **Salary:** \$18 - \$20/hour