

Blue Water Community Action

Blue Water Community Action has a job opening in the Children's Services Department for a full time Teacher.

BWCA Offers:

- 4 Day Work Weeks – BWCA is open Monday – Thursday from 7:30am to 5:00pm.
- Paid Training – In service training sessions are once every other month on a Friday.
- Paid Holidays Breaks – School year planned holidays are paid.
- Accrued Sick Time, Personal Leave & Bereavement Leave paid benefits.
- Summers Off – Staff laid off during the summer may be eligible to collect unemployment.
- Health Benefits – BWCA offers medical, prescription, dental and vision coverage options. Cash conversion payment for waived benefits.
- Life Insurance – Agency paid life insurance and optional voluntary plans as well.
- Retirement Benefit – BWCA provides a match for a portion of retirement contributions.
- Tuition Assistance – up to \$1,000 per year

JOB TITLE: **TEACHER – FULL DAY OR DOUBLE SESSION**
PROGRAM: **Children's Services**
SUPERVISOR: **Site Supervisor**
STATUS: **Teacher, Non-Exempt**

The purpose of the Teacher is to provide a safe, engaging and developmentally appropriate classroom environment and to implement the High/Scope curriculum in a manner that maximizes child outcomes. Job related activities will occur primarily at an assigned classroom during the work week with occasional Fridays and evenings.

DUTIES AND RESPONSIBILITIES – JOB SPECIFIC

1. **Daily Routine:** Plan and implement a developmentally appropriate daily routine that incorporates Head Start, agency and other licensing and funder requirements using the High/Scope curriculum.
2. **Lesson Plans:** Develop lesson plans that reflect the key developmental indicators and performance domains. Lesson plans and activities must have individualization strategies based on identified child needs and parent input and that includes social and emotional needs.
3. **Conferences:** Plan and implement required home visits and school conferences.
4. **Safety:** Ensure the highest level of well-being and safety of the children at all times.
5. **Participate:** Actively participate in all activities with the children while maintaining a positive classroom environment and as a positive role model for staff, parents and children.
6. **Parents:** Promote parent involvement by encouraging participation in the classroom and other program activities.
7. **Child's Needs:** Regularly observe, assess and mitigate individual children's needs.
8. **Assessment:** Observe and assess children on a daily/regular basis.
9. **Collaborate:** Collaborate with assigned aide(s) and other staff on program activities and child-related issues.
10. **Supervise:** Supervise assigned aide(s) and volunteers ensuring program requirements are followed and maintained.

DUTIES AND RESPONSIBILITIES – ORGANIZATIONAL

1. **Demonstration of Values:** Understand BWCA’s mission and purpose. Adhere to BWCA standards of conduct, program philosophy (where applicable), and cultural contract.
2. **Customer Service:** Provide high quality customer service in a prompt, respectful, and professional manner. Conduct formal/informal assessment of eligibility for BWCA programs and make referrals as appropriate.
3. **Quality of Work:** Consistently perform job duties accurately and timely; cost conscious when utilizing materials and resources; seek opportunities for improving processes; and, meet commitments and deadlines.
4. **Flexibility/Adaptability:** Demonstrate flexibility and adaptability to change and to recommendations for improving job performance in a positive manner.
5. **Safety:** Demonstrate safe work habits. Report unsafe conditions and incidents. Participate in the maintenance of a clean and safe work environment.
6. **Teamwork:** Effectively participate as a team member at multiple organizational levels and across departments.
7. **Goals:** Understand and meet organizational goals/objectives related to position including agency strategic plan, ROMA plan, and Children’s Services Strategic Plan as well as taking on duties that are not related to position as supports for management staff/support staff to reach goals/objectives. MGT: Team achieves outcomes.
8. **Communication:** Effectively communicate with other staff, clients, partners, and the public in a manner that is tactful, sensitive, and respectful. Demonstrate active listening. Body language and tone are consistent with verbal messages. Demonstrates friendly, positive “can do” attitude: Oral and written communications are clear, concise and accurate; Keep team members informed.
9. **Confidentiality:** Maintain confidentiality of client and organizational information.
10. **Improvement:** Continually improve skills through a variety of opportunities external and internal with particular attention to areas identified in the Professional Development Plan and other goals set related to improvement. Improve outcomes results of assessments related to job position, client outcomes, and organizational goals. Attend staff pre/in-services and other training opportunities as available.
11. **Compliance to Policy:** Understand and comply with organization and regulating policies and procedures including the reporting of child/adult abuse/neglect as required by law.

QUALIFICATIONS

1. Bachelor’s Degree in early childhood or child development with early childhood experience or Teaching Certificate with Early Childhood Endorsement.
2. Obtain and maintain first aid, CPR and CDA (if applicable) certification.
3. Ability to lift fifty (50) pounds.
4. Experience working with low-income and/or at-risk children/families preferred.

If you are interested submit application and/or resume along with copies of your education transcripts to: Human Resource Department 302 Michigan St. Port Huron, MI 48060

Blue Water Community Action is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, national origin, age, marital status, height, weight, sex, marital status, sexual orientation, veteran status, or disability.