



HISPANIC CENTER

of western michigan

Position Description

Lead Teacher- The Preschool Lead Teacher oversees the supervision, safety, and education of students utilizing the approved curriculum. The Preschool Lead Teacher will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers, and other community early childhood program peers. The Lead Teacher is responsible for providing an educational foundation and approved curriculum for children 4 to 5 years of age. The Lead teacher will navigate a 4-year-old classroom with 16 students and families with the support of the Assistant Teacher. They will assess the students using Brigance testing and COR advantage documentation. They will assist in family engagement activities as well as fall and spring home visits and conferences.

Organization

Founded in 1978, The Hispanic Center of Western Michigan mission is

“TO UNITE HISPANICS WITH RESOURCES THAT ENABLES THEM TO BECOME SELF SUFFICIENT AND EMPOWERED TO STRENGTHEN WEST MICHIGAN”

We do this through education, economic development, and outreach.

For more information, please visit www.hispanic-center.org

Responsibilities

- Full Time (40 hours per week Monday through Friday 8 am-4 pm)
- Lesson planning each week with a new topic that interests the students.
- Make sure that documentation is being entered into COR Advantage and meeting the checkpoint due dates. (Fall, Winter, Spring)
- Having great communication skills to be able to talk to families.
- Making sure the classroom environment is safe for children to learn and play.
- Supervise the children at all times, counting the children throughout the day as we come back from outside.
- Assisting with lunchtime opening up milk cartons and other packed foods and naptime placing the cots around the classroom.
- Leading daily large group on the rug and a small group at the tables with the support of the Assistant Teacher.
- Team player who is willing to work with other teachers to strive for student success.
- Ability to follow the rules and regulations according to licensing and our childcare standards.
- Cultural competency and the ability to work with people from diverse backgrounds and cultures.

Qualifications

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services.
- Knowledge of safety regulations, practices, and procedures
- Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Knowledge of computer software programs for the management and manipulation of data.
- Ability to communicate effectively, both orally and in writing
- High-level knowledge of data collection and statistical principles. Ability to use logic and scientific rules and methods to solve problems.
- A valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement or
- A bachelor's degree in early childhood education or child development with a specialization in preschool teaching. The transcript will document a major, rather than a minor, in child development or early childhood education.
- Bi-lingual (Spanish/English) preferred.
- Prior work experience working with vulnerable children and families
- Knowledge of computer web-based programs, Word, Excel, and PowerPoint
- Proven Self Starter
- Bachelor's Degree in Early Childhood or Child Development
- Must provide verification of education (Credentials, Transcripts)
- Experience with Early childhood education setting
- Complete 45 hours of professional development during the school year and participate in other staff development training.
- Complete 45 hours of professional development during the school year and participate in other staff development training.
- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying small and light objects

Offer contingent on fund approval