



Ministry Position Title: Preschool Teacher
Metrowest Ministries Inc.

SUMMARY: Metrowest Ministries is searching for **four** full time Preschool Teachers at the following locations:

- Dream Station in Ashland, MA - One Preschool Teacher
- Early Learning Center in Grafton, MA - Two Preschool Teachers
- Wee Folk Learning Center in Bellingham, MA - One Preschool Teacher

Metrowest Ministries Inc, is an interdenominational Christian church, comprised of a growing 900+ member and multi-site church (Connect Church), three child early learning centers, a Christian K-5 school, and a mission in the Dominican Republic. These positions directly support the early learning centers.

RESPONSIBILITIES:

1. To offer a program that meets the emotional, physical, intellectual, and social needs of both the individual child and the group.
2. To interact with the children and to encourage their involvement in activities.
3. To prepare a warm and safe environment that is orderly, clean, and appealing and permits the child to grow and explore.
4. To plan with the co-teacher in the designated classroom weekly lesson plans based on a curriculum outline. To provide aids with the opportunity to have input in the program.
5. To supervise and train staff in your classroom.
6. To establish and maintain good communication with parents through parent conferences and on a daily informal basis.
7. To observe, record, and report significant individual and group behavior to parents and the Director.
8. To use appropriate and positive guidance and to train staff so that positive guidance is consistent and adhere to the Center's philosophy.
9. To maintain all authorization forms for children with medication and return each form in the child's file upon completion.
10. To ensure that staff is designated safely around playground equipment and that playground rules are always enforced.
11. To provide a variety of fingerplays, songs, stories, and creative activities for Circle Time.
12. To provide a variety of Language material throughout curriculum planning
13. To provide ample time for preparation, attend weekly team meetings with their co-teacher, and submit a team meeting form to the Director.
14. To take the appropriate positive guidance steps to handle a child in the classroom.

REQUIREMENTS:

Must be at least 21 years of age and meet one of the following sets or requirements for education and experience. At least nine months of work experience or one practicum must be with infants and toddlers. If all work experience is with infants and toddlers, the total work experience is reduced by one-third.

1. High School diploma or equivalent, 12 credits in at least four categories, 102CMR7.06 (3) (a)-(k) including three credits in category (a) Child Growth and Development and three credits in category (g) Infant and Toddler, and 36 months of work experience.
2. High School diploma or equivalent, Child Development Associate (CDA) Credential in Center-Based, Home Visitor or Family Day Care setting with infant/toddler endorsement, three credits in category 102 CMR 7.06 (3) (a), child Growth and Development, and 27 months of work experience.
3. Associate degree in Early Childhood Education or a related field of study, 12 credits as specified in 102 CMR 7.06 (2) (c) (1a) and 18 months of work experience.
4. Bachelor's Degree in an unrelated field of study, 12 credits as specified in 102 CMR 7.06 (2) (c) (1a) and eighteen months of work experience.
5. Bachelor's or advanced degree in Early Childhood Education or in a related field of study, 12 credits as specified in 102 CMR 7.06 (2) (c) (1a) and nine months of work experience.
6. Alternative Early Childhood Training Program, 12 credits as specified in 102 CMR 7.06 (2) (c) (1a) and 27 months of work experience.