

Preschool English Teacher

Boston, MA | On-Site

Who We Are

Since 1969, Boston Chinatown Neighborhood Center (BCNC) has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

Program Summary

Acorn Center for Early Education & Care is a full-day, dual language, Chinese and English, program for children ages 15 months to 5 years. The center is licensed by the Massachusetts Department of Early Education and Care (EEC) and accredited by the National Association for the Education of Young Children (NAEYC).

Position Overview

The **English-Speaking Preschool Teacher** will work with a Chinese Speaking Preschool Teacher to share responsibility for the care of the children in her group, as well as classroom management, record keeping, curriculum development, and parent communication. Cooperating teachers train and supervise assistant teachers, foster grandparents, senior recruits, substitutes, and volunteers. The cooperating teacher is supervised by the Acorn Director who supports curriculum development and works with individual children and their families. S/he works with the director on center goals and program development.

Responsibilities

Care & Observation of Child Care 75%

- Provide emotional, social, educational, and physical care to children in the program.
- Document each child's growth and development using TS Gold four times a year and meet with families twice a year.
- Formal standardized screenings, language assessments, anecdotal reports, and accident reports.
- Work with the program director, special needs consultant, child therapists, family worker, and parent to individualize each child's environment to best meet his/her needs.
- Maintain a clean, well-organized classroom space with a rich array of developmentally appropriate learning areas and attractively displayed materials and books.
- Maintain classroom safety by alerting director to the need for new first aid materials or hazards
- Maintain first aid/CPR certification.
- Support English speakers in functioning in the classroom.

Curriculum Development 15%

- Plan a developmentally appropriate curriculum around themes that meet the needs of young children and are reflective of their interests and cultures using required state learning guidelines.
- Use assessment results to inform planning and individualize curriculum for children as needed.
- Plan and target vocabulary and language experiences that support the development of English and Cantonese with the cooperating teacher.
- Work with other program staff to develop learning materials and experiences.
- Balance children's experiences utilizing open-ended and closed activities in a variety of learning areas including: language development, self-awareness, social skills, body awareness and control, visual motor/perceptual skills, problem-solving, art, and creative play.
- Serve as a resource person to develop materials and curricula that are reflective of American culture.
- Serve as an English-speaking role model.

Parent Communication 5%

- Document curriculum activities on the Acorn Curriculum Planning Sheet for parents to see.
- Plan parent activities to correspond to the curriculum.
- Regularly communicate with parents about the classroom curriculum and activities and their child.
- Meet with parents every six months to communicate about the child's participation, growth, and development.
- Maintain a positive attitude and respect for all parents in the center.
- Communicate and work with parents when individual children need an adapted environment to be successful.
- Report to parents concerning incidents and accidents immediately each day.
- Keep accurate records of medication administration in the classroom.

- Listen to parent concerns respectfully.
- Work with other program staff to communicate with families and professionals when children need special services and attend CORE evaluations upon request.
- Prepare Parent Events (Open Houses/Parent Breakfasts, Graduation, Harvest Feast Luncheon).
- Maintain confidentiality of all children and their families.
- Support the connection with English-speaking parents to the center by written and oral communication.

Professional Participation in the Center 5%

- Attend center professional development activities (staff meetings, training, Acorn mentoring program).
- Participate in center activities (Graduations, Oak Street Fair, Staff Appreciation, etc.).
- Abide by staff ethic, maintain regular attendance and observe punctuality.
- Raise issues that improve the environment and learning for children, parents, and staff.
- Contribute ideas to the administrative team in terms of policymaking and program development.

What We Look For

- Minimum AA in Early Childhood Education or Child Development and willing to enroll in a Bachelor's degree program within one year of hire.
- Department of Early Education and Care (EEC) teacher certificate.
- Evidence and ability to relate well to children, staff, and families.
- A respect for differences and the ability to work well in a multicultural environment.
- Excellent English speaking, reading, and writing skills.
- Must meet EEC health and background check requirements.
- Must be certified in First Aid and CPR within 6 months of employment.

Preferred

- Department of Early Education and Care (EEC) Lead Teacher Certificate.
- Bachelor's Degree in early childhood education or Child Development.
- Experience teaching in a multicultural environment.
- Special education training.
- Experience or training in working with parents.

Working Conditions

- Must be available to work a flexible schedule and may require local travel during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

What We Offer

- Hiring Bonus
- Competitive Benefits Package
- 403B Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development
- Work-Life Balance

How to Apply

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1>

Please Note

You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.

BCNC is an equal opportunity non-profit organization that supports diversity and encourages all employees and applicants to apply. BCNC is committed to non-discrimination and equal opportunity for all without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by Federal, State or Local laws.