



Epiphany

THE EPIPHANY SCHOOL

154 CENTRE STREET

DORCHESTER, MA 02124

617 326-0425 FAX 617 326-0424

Lead Teacher Job Description

Hiring: June 2018

Mission

Epiphany is an independent school for children of economically-disadvantaged families in Boston with financial aid for all students. We admit children of diverse faiths, races, cultures, and cognitive profiles, believing in the Episcopal tradition that we find God in and through each other, and we challenge our students to discover and develop the fullness of their individual gifts. Epiphany's small classes, individualized curricula, and extended school days provide rigorous academic, moral and social instruction. In close partnership with families, we are an innovative learning community that affords structured support to help students thrive, and together, we are a school that never gives up on a child. Epiphany trains aspiring urban teachers and provides abiding support to its graduates who are prepared to contribute intelligently, morally, and actively to the society they inherit.

Background

Epiphany Early Learning Center (“ELC”) is currently hiring for its new state of the art center. This 22,000 square-foot facility with 7,000 square-feet of outdoor classroom space will grow to serve 62 infants, toddlers, preschoolers and their families. The ELC has a two-pronged goal of providing high-quality early education and care to children while simultaneously providing support and services to promote personal growth and development opportunities to their families. For admissions, ELC will partner with local health centers, social service agencies and community partners to identify economically disadvantaged families in need of the ELC’s services.

The benefits of Epiphany ELC’s first-class early education and family support services will be significant. Upon “graduating” from ELC, students will be school-ready and their families will be in a solid position to succeed at home and at work and to support their children’s learning as well as continue their own development. ELC’s School Placement team will ensure our young learners are enrolled at appropriate and challenging elementary schools. Epiphany’s abiding commitment to “never give up on a child”—as evidenced through its Graduate Support—will continue throughout their schooling. ELC will assist children and their families in locating after-school and summer programs, as well as help families in times of need.

With continued support, Epiphany expects to see children performing better academically and more families improving their economic standing. Freed from the perverse incentives inherent in programs available *only* to the poor, Epiphany will actively encourage and support parents in becoming financially independent. Children succeed when their families succeed.

Through the ELC, Epiphany will be able to:

- Provide full-day, year long services to 62 children ages birth to five, with 18-21 kids in each

cohort in a state of the art, well equipped indoor and outdoor facility with a focus on sustainable living.

- Begin and sustain Epiphany’s work in the home with the parents, starting before birth by partnering early with families to ensure earliest positive experiences at home to address healthy brain development and minimize risk factors associated with controllable developmental delays.
- Emphasize a proven curriculum (Reggio and Montessori inspired) of play, early literacy skills, number concepts, an understanding of the natural world, and self-expression.
- Ensure academic and social readiness to enter rigorous public or private schools at the best entry point for each individual student.
- Build partnerships with local child care agencies and social service organizations to ensure community wide focus, working to break the silos of service in Boston.
- Through the ongoing work of the Graduate Support Team, place ELC “graduates” in solid elementary schools, and help their parents ensure that they succeed in those schools. Graduate Support will remain involved over the years, assisting with high school placement, summer jobs, college placement and employment

ELC Lead Teacher (Infant/Toddler)

Job Summary:

Lead Teacher is a year round primary teacher in classroom, responsible for all aspects of child care and education. Lead teacher also is a member of the Administrative Team, working closely with the Teacher Leader to oversee all aspects of the day-to-day operations of the ELC. Lead Teacher leads and supervises the classroom teaching team, including teaching assistants and teaching fellows, promoting excellent team coordination. Lead Teacher is responsible for classroom management, staff and volunteer support, program operations and development and parent communications. Lead Teacher must be committed to ensuring high quality year round, nurturing child care and early education in compliance with ELC’s philosophy, goals and curriculum plans and in strict compliance with the Department of Early Education and Care (“EEC”) and all state and local laws and regulations.

Principle Duties & Responsibilities:

- Inspire, guide, and support a team of educators and a community of families.
- Assist with creation, implementation and integrity of ELC curriculum to maintain high-quality instruction.
- Assist with planning daily activities and setting goals for classrooms and individual children.
- Assist with managing center operations, including staffing, budgets and facilities.
- Coordinates documentation and reporting.
- Evaluates and revises classroom instruction as needed.
- Maintains excellent communication with Teacher Leader, teaching team and parents regarding each child’s activities and progress.
- Works closely with Lead Teacher to ensure and facilitate the smooth functioning of all aspects of the ELC in order to best serve children and families.
- Provides supervision, leadership and support to teachers, teaching assistants, teaching fellows and volunteers; coordinates, participates in and documents required staff orientations, trainings and professional development.
- Works with Teacher Leader to ensure compliance with all licensing requirements including staff scheduling within approved teacher-child ratios.

- Coordinates the smooth integration of new children and parents into classroom.
- Works closely with the ELC's administrative assistant (or senior staff with administrative responsibilities, as applicable) to ensure the efficient administrative operation of the ELC.
- Maintain exceptional relationships with enrolled families through verbal and written communication, documentation of learning, assessments, family events, and positive interactions.
- Monitor classroom attendance and staff scheduling and ratios to ensure regulatory compliance.
- Perform administrative duties including required documentation, filing, emails, phone calls, and organizational tasks.
- Comply with all EEC regulations regarding educator qualifications and professional development, including personal physical, mental and emotional health, immunizations and physical exams, emergency training, annual registration and other requirements.
- Uphold the mission, vision, professionalism and philosophy of Epiphany

Qualifications:

Minimum: Demonstrated dedication to education and care of economically disadvantaged infants and children and their families. Must meet all minimum requirements for Lead Teacher and for Director I as detailed in EEC regulations 606 CMR 7.09 (18)(c)(3) and (4) (available at www.mass.gov), including minimum age, education and work experience. In addition to these minimum requirements, ELC Lead Teachers must hold a degree in Early Childhood Education and a minimum of 3 years relevant experience. Work experience must be with infants/toddlers for Infant/Toddler Lead Teacher and with preschoolers for Preschool Lead Teacher. Demonstrated childcare center management preferred. Completion of First Aid and age-appropriate CPR training, renewed annually. Negative criminal records check. Superior interpersonal skills; high degree of initiative and dedication; team player; commitment to high quality programming for children and parents and a supportive work environment.

Compensation and benefits:

ELC is committed to providing extremely competitive compensation commensurate with the professional qualifications and responsibilities of its staff.

Benefits: Harvard Health medical insurance, Life and Dental offered, all subject to premium split; may participate in retirement program.



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APPLICATION FOR EMPLOYMENT

The Epiphany School is an equal opportunity employer and we consider applicants for all positions based on job-related qualifications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Personal

Last Name _____ First _____ Middle _____

Street Address _____ City _____ State _____ Zip code _____

Telephone Number(s) _____ Email Address _____ Social Security Number _____

Employment History

Start with your present or last job first. You may include any job-related military service and relevant volunteer activities. You may attach a resume in addition to completing this section.

May we contact your present employer? ___ Yes ___ No If yes, Name & phone _____

May we contact your references prior to speaking with you? ___ Yes ___ No

Employer _____ Dates employed
From: _____ To: _____

Address _____

Contact person & phone number _____

Job Title and describe your work _____

Reason for leaving _____

Employer _____ Dates employed
From: _____ To: _____

Address _____

Contact person & phone number _____

Job Title and describe your work _____

Reason for leaving _____

Employer _____ Dates employed
From: _____ To: _____

Address _____

Contact person & phone number _____

Job Title and describe your work _____

Reason for leaving _____

Education History

High School

College Degree/Major

Graduate School Degree

Other

(Verification of academic credentials may be requested at a later date and will be a condition of employment for certain positions.)

References

Name Relationship Phone #

Name Relationship Phone #

Name Relationship Phone #

Additional Information

State any additional information you feel may be helpful to us in considering your application.

Three horizontal lines for additional information.

1) Are you over 18 years of age? [] Yes [] No

2) Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? [] Yes [] No
Proof of citizenship or immigration status will be required upon employment.

3) Have you been convicted of a felony or a misdemeanor offense within the last five years? [] Yes [] No
School policy requires that the School complete a CORI and SORI on all new employees
Conviction will not necessarily disqualify an applicant from employment.

If Yes to 2) or 3) above, please explain:

Two horizontal lines for explanation.



I certify that the above information is correct to the best of my knowledge, and I understand that misrepresentation of information in my application or interview(s) is grounds for denial of employment or dismissal. I understand that this Application will become a part of the permanent file for hired candidates.

I hereby give The Epiphany School permission to verify information pertaining to my Application to the School, except where I request in writing as part of this Application that no inquiry be made. I further release The Epiphany School for the purpose of making inquiries into my education and employment history, including making reference checks with my former employers, and waive any right to claims against The Epiphany School which may arise from these inquiries.

I understand that nothing contained in this Application for Employment or in the granting of an interview is intended to create an employment contract for either employment or for the providing of any benefit.

Signature of Applicant

Date