

The Gathering Place: A Child Learning Center

Owned and operated by Bozeman United Methodist Church

Bozeman United Methodist Church exists to share God's love and justice with the world. BUMC prohibits discrimination based on race, religion, sexual orientation, gender identity, national origin, disability, or age. All qualified applicants are welcome to apply.

Job Description: Lead Teacher

Under direct supervision, will be responsible for planning, supervising, and implementing the education program in accordance with the policies, procedures, and philosophy of *The Gathering Place: A Child Learning Center*, and state and federal regulations as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this job:

- Paint and create the classroom based on the physical environment guidelines and requirements based off of the Montana DPHHS (department of human and health services)
- Develop and implement lesson plans involving the approved curriculum to encompass current program goals and children individually
- Create plans for individual and group activities to stimulate growth in language, cognitive, social/emotional, and motor skills following appropriate framework and curriculum guidelines
- Instruct children in practices of personal cleanliness and self care including caring for own clothing and picking up/putting away toys and classroom materials
- Utilize classroom materials and routines as resources to provide an enriching environment that is appropriate to the different developmental levels, interests, and special talents of the child
- Develop and maintain a safe and healthy classroom environment (physically and emotionally)
- Serves meals and refreshments to children following Family Style Dining Guidelines.
- Implement rules and practices that encompass strong classroom management skills in disciplinary actions

- Provide strong communication between families and providers that lead to strengthen family identified goals
- Ensures that activities are culturally sensitive, creating a warm and welcoming environment for **all**
- Develop and implement methods of instruction and tasks to utilize classroom volunteers, parent volunteers and substitute plans
- Maintain and update records and reports weekly for checking progress on each child
- Maintain a mature and professional relationship with staff, volunteers and parents
- Conduct home visits and in class parent conferences with parents as required
- Recognize individual child differences in growth, development, and needs based off of their own personal goals created by you and the parents
- Working with families on their identified needs, informing them of community resources, providing information in the classroom for families in need
- Coordinating field trips with other staff and parent volunteers
- Lift, carry, and restrain children weighing 30-50 pounds as needed
- Must be able to operate Microsoft processors and computer software related to records/attendance and reports for the classroom
- Remaining confidentiality when working with other staff, community resources and families
- Perform related duties as assigned by supervisor

EDUCATION/EXPERIENCE/CERTIFICATION

Lead Teacher:

- Preferred BA/S Degree with an emphasis in Early Childhood Education/Child Development or a related field
- Completion of one (1) year teaching/completion of student teaching OR one (1) year of experience teaching preschool age children
- CPR/First Aid Certified
- Must have a valid driver's license
- Satisfactory results from criminal check as required by Child/Adult Abuse Act
- Updated vaccinations and immunizations including TB test and Tetanus vaccination

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

- Enhance program quality, participate in evaluation of self and program every 6 months
- Attend mandatory program training and local/out-of-town trainings as applicable
- Maintain continued education units and licensure as required
- Register and update annually online with the Montana Early Care and Education Practitioner Registry

SCHEDULE/WAGE REQUIREMENTS

- Job Starting Date: August 1st, 2019
- Job Status: this is a full time, hourly, non-exempt position
- Schedule: 40 hrs/week
- Facility Open: 7:30am-5:30pm Monday-Friday with flexible schedules
- Wage: \$13.00-\$14.00/hr plus benefits, (retirement matching and generous PTO time)

To apply, email Katie Estes, Director at katie@bozemanumc.org with your cover letter, resume, and professional references. Or bring documents to 121 S. Willson Ave., Bozeman, MT 59715.