

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: NCS Pre-K - Childcare Specialist
REPORTS TO: NCS Pre-K Lead Instructor, ECE Coordinator & Nantucket Community School Director

TERMS OF EMPLOYMENT: This is a 12-month, year round, at-will position. Full-Time schedules (up to 40 hours per week) and Part-Time schedules (up to 19 hours per week) are available per program need. Full time positions are eligible for benefits. Hours will be scheduled Monday through Friday, to occur flexibly between 7:00am and 5:30pm throughout the school year and during summer break. Closure will occur following NPS's regular school year breaks and during state/federal holidays; some weekend/evening hours may occur for family-related programming.

JOB SUMMARY: Childcare Specialists will assist in providing a safe, reliable, nurturing preschool and childcare environment for children ages four by September 1st enrolled in NCS's Pre-K program. Role will work collaboratively with co-instructors/childcare specialists to encourage developmentally appropriate play/learning for the whole child including STEAM-based (Science, Technology, Engineering, Art, Reading and Mathematics) activities. Specialists will support Lead Instructor in providing a consistent, developmentally appropriate schedule that incorporates small and large group differentiated instruction designed for the children's cognitive, academic, social, emotional and fine/gross motor development. Specialists will encourage family engagement and promote the parent/guardian's role as their child's first teacher.

QUALIFICATIONS:

- Associates degree in Early Childhood Education or related field preferred OR High School Diploma/GED combined with 3+ years of direct childcare experience
- EEC Certification or Eligibility for EEC Certification preferred
- Experience and enjoyment working with young children expected
- High level of energy, fun, positive attitude and ability to connect with children, a must
- Certification in CPR, First Aid & AED
- Team player able to establish and maintain effective working relationships with others
- Ability to converse with members of the public in a pleasant and effective manner
- Bilingual in Spanish/English, a plus

DUTIES AND RESPONSIBILITIES:

1. Maintain a safe, reliable, nurturing preschool and childcare environment with a high level of supervision and interaction to engage young children in comprehensive kindergarten readiness skills and prosocial learning activities.
 - a. Assist Lead Instructor to ensure appropriate child/caregiver ratios are maintained and based on best practice for the overall safety needs of the currently enrolled children.
 - b. Supervise children with safety in mind at all times; inside, outside, on the bus and while on field trips.
 - c. Following an injury/health-related issue: fill out, sign and date the injury report form including documentation of the time and method of communication to the parent and Supervisor/Director.
 - d. Follow all Mandated Reporter requirements per protocol.
 - e. Maintain current certification in CPR & First Aid/AED.
2. Complete 20 hours of staff training per year as recommended by the Department of Early Education & Care.
3. Work constructively and effectively with co-teachers and childcare specialists.

- a. Support Instructor planning time effectively and efficiently.
 - i. Assist in implementation of curriculum plans utilizing well-balanced, developmentally appropriate materials.
 - ii. Assist in implementing lesson plans with focus on using scaffolding methodology to support the child's individualized growth, independence and mastery of various skill building processes in readiness for kindergarten.
 - iii. Assist in finding opportunities for the children's experiential learning by incorporating the resources and beauty of Nantucket's natural environment into the regular curriculum.
 - iv. Assist in data collection and monitoring children's attendance.
- b. Establish and maintain a cooperative, positive working relationship with colleagues especially during periods of conflict and while resolving potentially mutual problems.
- c. Perform all duties as stated on daily assignment sheet and/or as may be necessary on emergency/temporary basis.
4. Strive to be an adult learner who seeks to grow professionally.
 - a. Bring forth professional development ideas to the team lead, coordinator or director for individual and team growth.
 - b. Participate in biannual evaluation (January/May);
 - i. Voice concerns about job-related issues in effort to seek solutions with colleagues, Coordinator/Director.
 - ii. Strive to constructively receive, evaluate and internalize accolades and areas for improvement.
 - iii. Recognize growth opportunities and take initiative throughout the year to seek supervision from direct supervisor, Coordinator and/or Director; strive to implement suggested strategies.
5. Adhere to and remain familiar with policies and protocols developed by the Nantucket Public School District and the Nantucket Community School.
 - a. Act as a friendly ambassador for Nantucket Community School and Nantucket Public School District.
 - b. Maintain satisfactory attendance arriving to work reliably and punctually as scheduled.
 - c. Ensure any issues of concern are communicated to Lead Instructor and/or Coordinator/Director in a confidential manner; report classroom, office, equipment and supply needs to supervisor in a timely manner.
 - d. Adhere to appropriate and professional dress code.
 - e. Attend all staff meetings.
 - f. Contain spending by submitting purchase order requests prior to purchasing, as required by protocol; follow suggested methods on how to use supplies with minimal waste.
6. Maintain and strengthen trusted relationships with parents and guardians of enrolled children.
 - a. Respect the confidentiality of all information (reports, records, correspondence and communications) as it relates to all children, parents and co-workers.
7. Maintain professional relationship with parents/guardians during regular interactions i.e. during drop-off/pick-up, via phone or email, in person at work or in community, etc. Minimize or eliminate social media interaction.
8. Maintain a professional and pleasant attitude, with a high standard of customer service, being tactful and courteous toward co-workers, children, parents and members of the public.
9. Perform such other tasks as determined by the ECE Coordinator and/or Director of the Nantucket Community School.

Evaluation: Performance of this job will be evaluated biannually (January/May) by the Lead Instructor, ECE Coordinator and/or NCS Director.