

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: NCS Pre-K - Lead Instructor
REPORTS TO: Early Childhood Education Coordinator & Nantucket Community School Director

TERMS OF EMPLOYMENT: This is full-time, at-will, benefit eligible 12 month position; up to 40 hours per week. 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: Lead Instructor will supervise and lead Pre-K team in providing a safe, reliable, nurturing preschool and childcare environment for children ages four by September 1st enrolled in NCS's Pre-K program. Lead Instructor 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. Lead Instructor will ensure a consistent, developmentally appropriate schedule is followed to include small and large group differentiated instruction designed for the children's cognitive, academic, social, emotional and fine/gross motor development. Lead Instructor will encourage family engagement and promote the parent/guardian's role as their child's first teacher.

QUALIFICATIONS:

- Associates Degree or higher in Early Childhood Education or related field, EEC Certification and/or Eligibility for EEC Certification expected
- Teaching experience with young children preferred
- 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. 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 Coordinator/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. Utilize and share planning time effectively and efficiently.
 - i. Create curriculum plans in advance utilizing well-balanced, developmentally appropriate materials.

- ii. Design 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. Expand opportunities for the children's experiential learning by incorporating the resources and beauty of Nantucket's natural environment into the regular curriculum.
 - iv. Monitor children's attendance and collect data to assess progress regarding each child's individual growth.
 - v. Utilize data to guide overall program development.
- 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 direct supervisor and 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, Supervisor/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 and/or NCS 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 Coordinator/Director in a confidential manner
 - d. Report classroom, office, equipment and supply needs to Coordinator in a timely manner.
 - e. Adhere to appropriate and professional dress code.
 - f. Attend all staff meetings.
 - g. 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.
 - b. Communicate with parents/guardians on a regular basis via phone or email, in person, during scheduled conferences and/or through regular newsletters/group updates.
 - c. 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.
 - d. Review the child's completed progress report with parents on a scheduled basis.
- 7. 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.
- 8. 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 ECE Coordinator and/or NCS Director.