

The Dimock Center Head Start/Early Head Start

APRIL 1, 2011

Early Head Start Teachers

The Dimock Early Head Start Program is seeking Infant/Toddler Teachers (full and part time positions).

POSITION SUMMARY:

Develop and implement a developmentally appropriate, healthy, safe, clean, and respectful educational environment for children under the age of three.

RESPONSIBILITIES:

- Assist in supervising and monitoring children at all times
- Assist in the implementation of individual and group activities in a center-based classroom
- Assist in setting up the environment for the activities of the day
- Assist in maintaining a safe, clean, healthy and developmentally appropriate environment (classroom, outside)
- Assist in implementing program policies and procedures including reporting behaviors, conversations and progress observations of children in their classroom setting
- Assist in maintaining accurate children and family records and confidentiality of children and families
- Interact with children in a warm, nurturing respectful manner and communicate with parents in a professional and respectful manner
- Participate in all staff, parent, team meetings, and home visits as required
- Cooperate and work as a part of a team – good communication skills
- Other duties as assigned

Full time positions are 37.5 hours per week (7.5/day); Part time position is 20 hours/week (4 hours/day). The interested candidate must have a minimum of AA degree in Early Childhood Education or related field, MUST hold EEC certification (I/T).

Salary Range/s: *Varies based on experience and education*

Excellent benefit package which includes paid vacation, and sick days, Health and Dental Insurance, Paid Holidays, and 125 Plan

Interested candidates should forward their resume with cover letter to:
The Dimock Center, 1800 Columbus Ave., Roxbury, MA 02119
Attention: **Myra Oria**
Email: moria@dimock.org

The Dimock Center is an Equal Opportunity Employer