



Part-time Bilingual Preschool Teacher

East Durham Children's Initiative (EDCI) is committed to improving outcomes for children and families living in a 120-block area of East Durham referred to as the EDCI Zone. Our long-term vision is to have all youth in the EDCI Zone successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and families extending from birth through high school. EDCI partners with over 40 local organizations and community members who share our vision to provide these needed resources and supports to East Durham children and families.

EDCI is seeking to fill the position of **Part-time EDCI LEAP Academy Bilingual Preschool Teacher**. This position, will report to Preschool Manger.

The **Preschool Teacher** must promote the well-being of children and their families through an engaging preschool experience, create and continue a foundation of parent engagement in their child's education and growth; and foster a love for learning in children from a young age.

RESPONSIBILITIES

The primary responsibility of the **Preschool Teacher** is to utilize evidence-based, developmentally appropriate practices to empower a classroom of English and Spanish-speaking children toward reaching their full potential through hands on experiences and strong, supportive relationships.

The **Preschool Teacher** will carry out EDCI and LEAP Program goals and objectives, adhere to EDCI policies and procedures, and perform additional duties as defined by their supervisor and the EDCI leadership team.

EXPECTATIONS

Teaching

- Implement and supplement curriculum with age- appropriate activities
- Ensure that children are supervised at all times
- Maintain a daily schedule
- Demonstrate knowledge of current principles of educational techniques and methods
- Conduct formal and informal assessments
- Create and maintain a safe, orderly and engaging classroom environment (including some light housekeeping)
- Be physically able to fully participate in a preschool environment

Parent Engagement

- Develop strong relationships with families to enhance learning both inside and outside of the classroom with the support of EDCI Early Childhood Parent Advocates
- Set up a minimum of 2 parent-teacher conferences per year
- Maintain formal communication with parents through a monthly newsletter
- Become familiar with resources available in the community to support families

Program Leadership

- Work with a minimum of direct supervision
- Schedule and manage time effectively
- Provide direction and support to teaching assistants and volunteers
- Participate in regular professional development
- Maintain CPR and first aid certification
- Attend weekly staff meetings
- Participate in community events as necessary
- Other duties as assigned
- Adhere to EDCI policies and procedures

MINIMUM QUALIFICATIONS

- Degree in Early Childhood Education, Child Development or related fields
- Spanish/English bilingual fluency required
- Pass background check which includes national and state criminal databases, sex offender database, terrorist watch list
- Evidence of negative TB test
- Must be able to work some evening and weekends as needed

Benefits and Salary: The pay range for this position is \$14.50 to \$17

Anti-Discrimination Policy: East Durham Children's Initiative prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. EDCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

Commitment to Child Safeguarding: EDCI's selection process reflects our commitment to keeping all children safe from harm. To this end, all EDCI staff members who may be in direct contact with children will be trained on their duty to report as well as EDCI's Child Safeguarding Policies. All potential applicants will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

Employee Acknowledgment: The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and EDCI may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.

How to Apply: Applications will be reviewed immediately. Applicants should send cover letter, resume, and three references by email (megan.pender@edci.org) **No calls, please.**