

Worcester Community Action Council (WCAC) is the federally-designated anti-poverty agency for Worcester and serves 44 surrounding communities. Our commitment to low-income individuals and families has been a core strength and major component of our success for 50 years. We are seeking a part time, school year Lead Teacher for our Southbridge Head Start Program.

**Brief Description:** Responsible for planning and implementing a developmentally appropriate program that contributes to children's overall growth, self-esteem, social competence, development and safety of all children. Supervise, train, mentor and evaluate classroom staff.

**Requirements:** State of Massachusetts Department of Early Education and Care License for Preschool Lead Teacher Bachelor's Degree in Early Childhood Education or related field is required; supervisory experience preferred. Teacher's educational philosophy should be compatible with Head Start. Good verbal and written communication skills. Ability to speak Spanish as a second language is preferred. Basic computer skills and working knowledge of Microsoft Office applications. Must work cooperatively and effectively with a diverse population.

**Additional Requirements** -- Valid driver's license and reliable transportation.

Must meet physical requirements to include CPR and First Aid Certification, ability to lift a child up to 50 lbs. and ability to perform light housekeeping in the classroom.

Ability to successfully complete all Background check requirements including CORI/ DCF/SORI.

**Special Documentation** --

Mandatory physical every 2 years and evidence of negative Mantoux test required per DEEC  
First aid and CPR certificates for infants and children.

**Duties and Responsibilities** -- Design and implement the day to day program and activities. Complete weekly lesson plans, child observations, outcomes, assessments, individualization forms, logging parent and child contacts in data bases as well as other forms of paperwork as required by the Program. Practice Head Start standards of family style meals including eating with children. Provide technical support to teachers in planning, organizing and implementing the daily program, serving as a role model for behavior, speech and sensitivity to children and family issues and give appropriate feedback on a daily basis. Maintain confidentiality of information regarding children's records and information pertaining to the Center and/or WCAC Head Start Program. Supervise, train, mentor and evaluate classroom staff providing monthly observations and feedback. Complete formal performance evaluation on classroom staff annually in accordance with Agency policy. Participate in training events and staff meetings (day and evening) taking advantage of opportunities for professional and personal development. Comply with the WCAC Head Start Abuse and Neglect reporting procedures. Collaborate and meet with the Family Advocate on a weekly basis and as needed.

This is a part time School Year position, 8am to 2pm, with an excellent benefit package to include Medical and Dental, professional development and generous paid time off. Send cover letter and resume specifying position to Human Resources Department, Worcester Community Action Council, Inc. 484 Main Street, 2nd Floor, Worcester, MA 01608. AA/EOE. Resumes must be received by July 29, 2016.