



Partners in Learning, Inc. (PIL) MANOS Lead Teacher (bilingual)

Employment Type: Programming, Exempt

Supervisor: MANOS Program Coordinator

Description: The MANOS Lead Teacher serves as the MANOS staff person primarily responsible for the provision of classroom-based services to children aged three to four years.

Pay Rate Range: \$19.50 – 24.00 per hour

Essential Duties and Responsibilities

- Planning and Designing Instruction
 - Child Development: Demonstrates adequate knowledge of child development (2-5 years), an understanding and appreciation of diversity, and the regular application of developmentally appropriate instructional strategies in accordance with the NYS Learning Standards and SCSD early childhood performance outcomes
 - Preparation: Demonstrates appropriate preparation by employing research-based pedagogical practices to design and implement daily learning opportunity plans in cooperation with the MANOS Director, Instructional Coach, Teaching Assistant / Aide, and all volunteers
 - Parent & Child Development: Demonstrates knowledge of strategies used for meaningful parent and child together (PACT) interactive learning at MANOS and at home
- Instruction
 - Instructional Delivery: Delivers child-centered instruction that results in the active involvement of all children (design learning opportunity plans that respect diverse learning needs to support children's reading, writing, language / communication, cognitive, physical, and social / emotional growth)
 - Child Assessment: Implements standardized and program-designed authentic assessment techniques to measure children's progress in learning and use those results in creating individualized learning activities
 - Center-based Management: Completes all assessment / evaluation, attendance, and other administrative records accurately and on time, as well as ensures that the learning environment is safe, clean, sanitary, and welcoming to all families
- Professional Responsibilities
 - Collaboration: Demonstrates effective communication with all MANOS staff, including the MANOS Director, Instructional Coach, Teaching Assistants, Teaching Aides, and Early Learning Specialist and demonstrates the ability to develop effective collaborative relationships with support staff, children, parents / caregivers, and partnership agencies in order to meet the learning needs of the children and families

- Professional Qualities: Practices and promotes ethical and professional behavior to contribute to the MANOS Program
- Reflective and Responsive Practice: Demonstrates that teaching practices are effectively assessed on a weekly basis and adjustments are made as part of a continuous improvement plan
- Attends all necessary trainings and meetings as required to maintain full compliance with SCSD, OCFS, Partners in Learning, Inc., and other relevant program and administrative guidelines
- Reviews, follows, and implements all MANOS, SCSD, OCFS, Partners in Learning, Inc., and other relevant program and administrative policies and procedures
- Maintains organized client folders with accurate and complete paper and electronic forms, and keeps daily attendance records (paper & electronic)
- Meets weekly with MANOS Director to discuss progress and challenges, and to receive guidance and support (comply with the terms and timeline of the most recent Continuous Improvement Plan)
- Generates accurate and timely program reports as required by MANOS Director
- Immediately reports all risk, health, and safety concerns to MANOS Director
- Commits to specific learning objectives to improve English language proficiency and demonstrates through application in classroom and interaction with children
- Completes any other task or project as requested by Supervisor or Executive Director

Education, Experience, and Other Requirements

- Must possess or be working toward NYS N-2 or N-6 Teacher Certification
- OR**
- Minimum equivalent of a Bachelor's Degree in Early Childhood Education/Child Development or a related field
 - Must be willing to develop a three-year plan to obtain NYS N-2 or N-6 certification

AND

- Minimum of two years of experience engaging children three through five years of age in center and/or home-based settings
- Effective communication skills in English with the ability to relate to diverse populations (Bilingual English and Spanish preferred)

Skills, Knowledge, and Abilities Needed to Perform Effectively in the Position

- Must have valid Driver's License and current insurance (access to a reliable vehicle)
- Advanced knowledge of early education and care principles and family resources
- Understanding of OCFS and NYSED licensure requirements
- Ability to work independently and to meet deadlines; excellent time management skills

- Must have experience using technology to complete tasks, e.g., word processing, spreadsheet, and internet
- Ability to maintain a flexible work schedule to meet program needs (occasional evening / weekend work)
- Must demonstrate evidence of effective communication, organizational, technological, and interpersonal skills to establish and maintain productive relationships with and between MANOS staff, children, and their families
- Ability to display professionalism, empathy, good judgment, and confidentiality

Physical Abilities Needed to Perform the Job in a Satisfactory Manner

- May require sitting for extended periods of time and frequent use of electronic / computer equipment
- Must be able to communicate verbally and in writing
- Must have acceptable physical and mental health to fulfill the responsibilities of the position (including the ability to carry materials weighing up to 25 pounds)

Expectations of Incumbents in the Position:

- Always support PIL’s mission of supporting adults, children, and families of diverse cultures and languages in their efforts to learn, earn, and live well
- Adhere to all PIL Policies and Procedures; Work cooperatively with fellow staff
- Meet or exceed expected performance standards, including consistently reporting for work on time and being prepared to perform the duties of the position

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____

Last Updated: 08/28/2023
Implementation Date: 08/28/2023