



About the Job

Epiphany Early Learning Center ("ELC") is currently seeking full-time applicants for all age levels. The ELC has a two-pronged goal of providing high-quality early education and care to children while simultaneously providing support and services to promote personal growth and development opportunities to their families. We seek candidates who possess a deep and broad passion for the disciplines in early childhood education. Experience is preferred but we are willing to train.

ELC Teacher (Infant, Toddler & Pre-School) Job Summary:

The ELC Teacher is a year round primary teacher in the classroom, responsible for all aspects of child care and education. The ELC Teacher works closely with their classroom teaching team, promoting excellent team coordination. The ELC Teacher is responsible for assisting with classroom management, staff and volunteer support, program operations and development and parent communications. The ELC Teacher must be committed to ensuring high quality, nurturing child care and early education in compliance with ELC's philosophy, goals and curriculum plans and in strict compliance with the Department of Early Education and Care ("EEC") and all state and local laws and regulations.

Principle Duties & Responsibilities:

- Creation, implementation and integrity of ELC curriculum to maintain high-quality instruction by planning and evaluating daily activities and goals for classrooms and individual children.
- Maintains excellent communication with the teaching team and parents regarding each child's activities and progress. Coordinates daily documentation and reporting
- Provides collaboration and support to teachers, teaching assistants, teaching fellows, and volunteers; coordinates, participates in and documents required staff orientations, training, and professional development.
- Works with classroom teachers to ensure compliance with all licensing requirements including staff scheduling within approved teacher-child ratios, educator qualifications, and professional development, including personal physical, mental and emotional health, immunizations and physical exams, emergency training, annual registration, and other requirements.



- Maintain exceptional relationships with enrolled families through verbal and written communication, documentation of learning, assessments, family events, and positive interactions.
- Perform administrative duties including required documentation, filing, emails, phone calls, and organizational tasks.
- Uphold the mission, vision, professionalism, and philosophy of Epiphany.

Qualifications:

Minimum:

- Must meet all minimum requirements for Teachers as detailed in EEC regulations (but will work to help motivated staff obtain credentials). Salary is dependent on early childhood experience and early childhood education.
- Negative criminal records check. Superior interpersonal skills; high degree of initiative and dedication; team player; commitment to high-quality programming for children and parents and a supportive work environment.

Compensation package:

- Salary will be between 40K-65K based on experience.
- 2k sign on bonus after 60 days!

Benefits:

- Always medical insurance, Life, and Dental offered, all subject to premium split; may participate in our retirement program.