



## **Teacher Leader Job Description (Co-Director) Hiring Part Time to Assist with planning to full-time in June 2018**

### **Mission**

Epiphany is an independent school for children of economically-disadvantaged families in Boston with financial aid for all students. We admit children of diverse faiths, races, cultures, and cognitive profiles, believing in the Episcopal tradition that we find God in and through each other, and we challenge our students to discover and develop the fullness of their individual gifts. Epiphany's small classes, individualized curricula, and extended school days provide rigorous academic, moral and social instruction. In close partnership with families, we are an innovative learning community that affords structured support to help students thrive, and together, we are a school that never gives up on a child. Epiphany trains aspiring urban teachers and provides abiding support to its graduates who are prepared to contribute intelligently, morally, and actively to the society they inherit.

### **Background**

Epiphany Early Learning Center (“ELC”) is currently hiring for its new state of the art center. This 22,000 square-foot facility with 7,000 square-feet of outdoor classroom space will grow to serve 62 infants, toddlers, preschoolers and their families. 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. For admissions, ELC will partner with local health centers, social service agencies and community partners to identify economically disadvantaged families in need of the ELC’s services.

The benefits of Epiphany ELC’s first-class early education and family support services will be significant. Upon “graduating” from ELC, students will be school-ready, and their families will be in a solid position to succeed at home and at work and to support their children’s learning as well as continue their own development. ELC’s School Placement team will ensure our young learners are enrolled at appropriate and challenging elementary schools. Epiphany’s abiding commitment to “never give up on a child”—as evidenced through its Graduate Support—will continue throughout their schooling. ELC will assist children and their families in locating after-school and summer programs, as well as help families in times of need.

With continued support, Epiphany expects to see children performing better academically and more families improving their economic standing. Freed from the perverse incentives inherent in many programs, Epiphany will actively encourage and support parents in becoming financially independent with a robust scholarship program. Children succeed when their families succeed.

Through the ELC, Epiphany will be able to:

- Provide full-day, year long services to 62 children ages birth to five, with 18-21 kids in each cohort in a state of the art, well equipped indoor and outdoor facility with a focus on sustainable living.
- Partner in the home with the parents, starting before birth to ensure earliest positive experiences at home to address healthy brain development and minimize risk factors associated with controllable developmental delays.
- Emphasize a proven curriculum (Reggio and Montessori inspired) of play, early literacy skills, number concepts, an understanding of the natural world, and self-expression.
- Ensure academic and social readiness to enter rigorous public or private schools at the best entry point for each individual student.
- Build partnerships with local child care agencies and social service organizations to ensure community wide focus, working to break the silos of service in Boston.
- Through the ongoing work of the Graduate Support Team, place ELC “graduates” in solid elementary schools, and help their parents ensure that they succeed in those schools. Graduate Support will remain involved over the years, assisting with high school placement, summer jobs, college placement and employment.

### **Job Description- ELC Teacher Leader (Infant/Toddler/Pre-School)**

The Teacher Leader is a year round, primary teacher in infant classroom, responsible for all aspects of child care and education. Teacher Leader also is a member of the Administrative Team, and must be Director Certified and serving as on-site director when ELC Principal is not on-site and working closely with the ELC Principal to oversee all aspects of the day-to-day operations of the ELC. Teacher Leader leads and supervises all the classroom teaching teams, including Teaching Assistants and Teaching Fellows, promoting excellent team coordination. Teacher Leader is responsible for classroom management, staff and volunteer support, program operations and development and parent communications. Teacher Leader must be committed to ensuring high quality, year round, 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:**

- Inspire, guide, and support a team of educators and a community of families.
- Assist with creation, implementation and integrity of ELC curriculum to maintain high-quality instruction.
- Assist with planning daily activities and goal setting for classrooms and individual children.
- Assist with managing center operations, including staffing, budgets and facilities.
- Coordinates all documentation and reporting.
- Evaluates and revises programming as needed.
- Maintains excellent communications with ELC Principal, teaching team and parents regarding each child’s activities and progress.
- Works closely with ELC Principal to insure and facilitate the smooth functioning of all aspects of the ELC in order to best serve children and families.
- Provides supervision, leadership and support to teachers, teaching assistants, teaching fellows and volunteers; coordinates, participates in and documents required staff orientations, trainings and professional development.
- Works with ELC Principal to ensure compliance with all licensing requirements including staff scheduling within approved teacher-child ratios.
- Coordinates the smooth integration of new children and parents.
- Works closely with the ELC’s administrative assistant (or senior staff with administrative responsibilities, as applicable) to ensure the efficient administrative operation of the ELC.
- Ensures all staff develops and maintains exceptional relationships with enrolled families through excellent verbal and written communication, family events, and positive interactions.

- Monitor classroom attendance and staff scheduling and ratios to ensure regulatory compliance.
- Perform administrative duties including required documentation, filing, emails, phone calls, and organizational tasks.
- Comply with all EEC regulations regarding educator qualifications and professional development, including personal physical, mental and emotional health, immunizations and physical exams, emergency training, annual registration and other requirements.
- Uphold the mission, vision, professionalism and philosophy of Epiphany

### **Qualifications:**

Minimum: Demonstrated dedication to love, education and care of economically disadvantaged infants and children and their families. Must meet all minimum requirements for Director I (II) and Lead Teacher as detailed in EEC regulations 606 CMR 7.09 (18)(c)(3) and (4) (available at [www.mass.gov](http://www.mass.gov)), including minimum age, education and work experience. In addition to these minimum requirements, ELC Lead Teachers must hold an advanced degree in Early Childhood Education and a minimum of 3 years relevant experience. Work experience must be with infants/toddlers for Infant/Toddler Teacher Leader. Demonstrated childcare center experience preferred. Completion of First Aid and age-appropriate CPR training, renewed annually and a criminal records check. Superior interpersonal skills; passion for early education, love of children and learning; exceptional organizational and multi-tasking skills; excellent written and verbal communication skills; high degree of initiative and dedication; team player; commitment to high quality programming for children and parents and a supportive work environment for staff.

### **Compensation and benefits:**

ELC is committed to providing extremely competitive compensation commensurate with the professional qualifications and responsibilities of its staff.

Benefits: Harvard Pilgrim Health medical insurance, Life and Dental offered, all subject to premium split; may participate in retirement program.



## **Lead Teacher Job Description**

### **Hiring: June 2018**

#### **Mission**

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#### **BACKGROUND**

Epiphany Early Learning Center ("ELC") is currently hiring for its new state of the art center. This 22,000 square-foot facility with 7,000 square-feet of outdoor classroom space will grow to serve 62 infants, toddlers, preschoolers and their families. 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. For admissions, ELC will partner with local health centers, social service agencies and community partners to identify economically disadvantaged families in need of the ELC's services.

The benefits of Epiphany ELC's first-class early education and family support services will be significant. Upon "graduating" from ELC, students will be school-ready and their families will be in a solid position to succeed at home and at work and to support their children's learning as well as continue their own development. ELC's School Placement team will ensure our young learners are enrolled at appropriate and challenging elementary schools. Epiphany's abiding commitment to "never give up on a child"—as evidenced through its Graduate Support—will continue throughout their schooling. ELC will assist children and their families in locating after-school and summer programs, as well as help families in times of need.

With continued support, Epiphany expects to see children performing better academically and more families improving their economic standing. Freed from the perverse incentives inherent in programs available *only* to the poor, Epiphany will actively encourage and support parents in becoming financially independent. Children succeed when their families succeed.

Through the ELC, Epiphany will be able to:

- Provide full-day, year long services to 62 children ages birth to five, with 18-21 kids in each cohort in a state of the art, well equipped indoor and outdoor facility with a focus on sustainable living.
- Begin and sustain Epiphany's work in the home with the parents, starting before birth by partnering early with families to ensure earliest positive experiences at home to address healthy brain development

and minimize risk factors associated with controllable developmental delays.

- Emphasize a proven curriculum (Reggio and Montessori inspired) of play, early literacy skills, number concepts, an understanding of the natural world, and self-expression.
- Ensure academic and social readiness to enter rigorous public or private schools at the best entry point for each individual student.
- Build partnerships with local child care agencies and social service organizations to ensure community wide focus, working to break the silos of service in Boston.
- Through the ongoing work of the Graduate Support Team, place ELC “graduates” in solid elementary schools, and help their parents ensure that they succeed in those schools. Graduate Support will remain involved over the years, assisting with high school placement, summer jobs, college placement and employment

### **ELC Lead Teacher (Infant/Toddler):**

#### **Job Summary:**

Lead Teacher is a year round primary teacher in classroom, responsible for all aspects of child care and education. Lead teacher also is a member of the Administrative Team, working closely with the Teacher Leader to oversee all aspects of the day-to-day operations of the ELC. Lead Teacher leads and supervises the classroom teaching team, including teaching assistants and teaching fellows, promoting excellent team coordination. Lead Teacher is responsible for classroom management, staff and volunteer support, program operations and development and parent communications. Lead Teacher must be committed to ensuring high quality year round, 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:**

- Inspire, guide, and support a team of educators and a community of families.
- Assist with creation, implementation and integrity of ELC curriculum to maintain high-quality instruction.
- Assist with planning daily activities and setting goals for classrooms and individual children.
- Assist with managing center operations, including staffing, budgets and facilities.
- Coordinates documentation and reporting.
- Evaluates and revises classroom instruction as needed.
- Maintains excellent communication with Teacher Leader, teaching team and parents regarding each child’s activities and progress.
- Works closely with Lead Teacher to ensure and facilitate the smooth functioning of all aspects of the ELC in order to best serve children and families.
- Provides supervision, leadership and support to teachers, teaching assistants, teaching fellows and volunteers; coordinates, participates in and documents required staff orientations, trainings and professional development.
- Works with Teacher Leader to ensure compliance with all licensing requirements including staff scheduling within approved teacher-child ratios.
- Coordinates the smooth integration of new children and parents into classroom.
- Works closely with the ELC’s administrative assistant (or senior staff with administrative responsibilities, as applicable) to ensure the efficient administrative operation of the ELC.
- Maintain exceptional relationships with enrolled families through verbal and written communication, documentation of learning, assessments, family events, and positive interactions.
- Monitor classroom attendance and staff scheduling and ratios to ensure regulatory compliance.
- Perform administrative duties including required documentation, filing, emails, phone calls, and organizational tasks.
- Comply with all EEC regulations regarding educator qualifications and professional development,

including personal physical, mental and emotional health, immunizations and physical exams, emergency training, annual registration and other requirements.

- Uphold the mission, vision, professionalism and philosophy of Epiphany

### **Qualifications:**

Minimum: Demonstrated dedication to education and care of economically disadvantaged infants and children and their families. Must meet all minimum requirements for Lead Teacher and for Director I as detailed in EEC regulations 606 CMR 7.09 (18)(c)(3) and (4) (available at [www.mass.gov](http://www.mass.gov)), including minimum age, education and work experience. In addition to these minimum requirements, ELC Lead Teachers must hold a degree in Early Childhood Education and a minimum of 3 years relevant experience. Work experience must be with infants/toddlers for Infant/Toddler Lead Teacher and with preschoolers for Preschool Lead Teacher. Demonstrated childcare center management preferred. Completion of First Aid and age-appropriate CPR training, renewed annually and a 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 and benefits:**

ELC is committed to providing extremely competitive compensation commensurate with the professional qualifications and responsibilities of its staff.

Benefits: Harvard Pilgrim Health medical insurance, Life and Dental offered, all subject to premium split; may participate in retirement program.



## **Assistant Teacher Job Description Hiring: June 2018**

### **Mission**

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### **Background**

Epiphany Early Learning Center ("ELC") is currently hiring for its new state of the art center. This 22,000 square-foot facility with 7,000 square-feet of outdoor classroom space will grow to serve 62 infants, toddlers, preschoolers and their families. 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. For admissions, ELC will partner with local health centers, social service agencies and community partners to identify economically disadvantaged families in need of the ELC's services.

The benefits of Epiphany ELC's first-class early education and family support services will be significant. Upon "graduating" from ELC, students will be school-ready and their families will be in a solid position to succeed at home and at work and to support their children's learning as well as continue their own development. ELC's School Placement team will ensure our young learners are enrolled at appropriate and challenging elementary schools. Epiphany's abiding commitment to "never give up on a child"—as evidenced through its Graduate Support—will continue throughout their schooling. ELC will assist children and their families in locating after-school and summer programs, as well as help families in times of need.

With continued support, Epiphany expects to see children performing better academically and more families improving their economic standing. Freed from the perverse incentives inherent in programs available *only* to the poor, Epiphany will actively encourage and support parents in becoming financially independent. Children succeed when their families succeed.

Through the ELC, Epiphany will be able to:

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- Begin and sustain Epiphany's work in the home with the parents, starting before birth by partnering

early with families to ensure earliest positive experiences at home to address healthy brain development and minimize risk factors associated with controllable developmental delays.

- Emphasize a proven curriculum (Reggio and Montessori inspired) of play, early literacy skills, number concepts, an understanding of the natural world, and self-expression.
- Ensure academic and social readiness to enter rigorous public or private schools at the best entry point for each individual student.
- Build partnerships with local child care agencies and social service organizations to ensure community wide focus, working to break the silos of service in Boston.
- Through the ongoing work of the Graduate Support Team, place ELC “graduates” in solid elementary schools, and help their parents ensure that they succeed in those schools. Graduate Support will remain involved over the years, assisting with high school placement, summer jobs, college placement and employment.

### **Job Description- ELC Assistant Teacher (Infant/Toddler) Job summary:**

Assistant Teacher works year-round, full time in infant/toddler or preschool classroom providing highest quality of nurturing care and education under the direct supervision of the Lead Teacher. Assistant Teacher is an essential member of the teaching team, responsible for all aspects of child care and participating fully in all early education programming. Assists Lead Teacher with documentation, reporting and parent communications. Participates in staff meetings, continuing education and all ELC programming for teaching staff.

### **Principle Duties & Responsibilities:**

- Directly responsible for all aspects of infant/toddler and/or preschool care and education, under the supervision and direction of the Lead Teacher.
- Actively engaged in professional development and education to improve knowledge and skills.
- Assists Lead Teacher to implement ELC curriculum in classroom, plan daily activities and meet goals for classroom and individual children.
- Assists Lead Teacher on documentation and reporting.
- Evaluates and revises programming as needed.

### **Qualifications:**

Minimum: Demonstrated commitment to care and education of economically disadvantaged infants and children and their families. Ability to implement ELC’s curriculum, activities and routines. Must meet all minimum requirements for Teacher as detailed in EEC regulations 606 CMR 7.09 (18)(c)(2) (available at [www.mass.gov](http://www.mass.gov)), including minimum age, education and work experience. In addition to these minimum requirements, ELC Assistant Teachers must hold early childhood education or a related field of study and a minimum of one year of relevant work experience. Work experience must be with infants/toddlers for Assistant Infant/Toddler Teacher and with preschoolers for Preschool Lead Teacher. Completion of First Aid and age-appropriate CPR training, renewed annually and a 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 for staff.

### **Compensation and benefits:**

ELC is committed to providing extremely competitive compensation commensurate with the professional qualifications and responsibilities of its staff.

Benefits: Harvard Health medical insurance, Life and Dental offered, all subject to premium split; may participate in retirement program.



## Early Learning Center Teaching Fellow Job Description

### Mission

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- Ensure academic and social readiness to enter rigorous public or private schools at the best entry point for each individual student.
- Build partnerships with local child care agencies and social service organizations to ensure community wide focus, working to break the silos of service in Boston.
- Through the ongoing work of the Graduate Support Team, place ELC “graduates” in solid elementary schools, and help their parents ensure that they succeed in those schools. Graduate Support will remain involved over the years, assisting with high school placement, summer jobs, college placement and employment.

## **JOB DESCRIPTION- Teaching Fellow (Infant/Toddler)**

### **Job summary:**

Teaching fellows work, full time in infant/toddler or preschool classroom providing highest quality of nurturing care and education under the direct supervision of the Lead Teacher. Teaching Fellows are essential members of the teaching team, responsible for all aspects of child care and participating fully in all early education programming. Teaching Fellows Assist Lead Teacher with documentation, reporting and parent communications, participates in staff meetings, continuing education and all ELC programming for teaching staff.

### **Principle Duties & Responsibilities:**

- Directly responsible for all aspects of infant/toddler and/or preschool care and education, under the supervision and direction of the Lead Teacher.
- Actively engaged in professional development and education to improve knowledge and skills.
- Assists Lead Teacher to implement ELC curriculum in classroom, plan daily activities and meet goals for classroom and individual children.
- Assists Lead Teacher on documentation and reporting.
- Evaluates and revises programming as needed.

### **Qualifications:**

Minimum: Demonstrated commitment to care and education of economically disadvantaged infants and children and their families. Ability to implement ELC’s curriculum, activities and routines. Must want to work towards meeting requirements for Teacher as detailed in EEC regulations 606 CMR 7.09 (18)(c)(2) (available at [www.mass.gov](http://www.mass.gov)), including minimum age, education and work experience. Work experience with infants/toddlers for Infant/Toddler Teacher and with preschoolers for Preschool Lead Teacher a plus. Completion of First Aid and age-appropriate CPR training, renewed annually. 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 for staff.

### **Compensation and benefits:**

- \$600 monthly stipend
- Free housing and housing expenses
- Health Insurance
- Gym membership
- Americorps Educational Award of approximately \$5000 (for full year position pending Federal funding)
- Joy

### **Hiring Process**

- Check out the website at [www.epiphanyschool.com](http://www.epiphanyschool.com)
- Contact us at [hiring@epiphanyschool.com](mailto: hiring@epiphanyschool.com)
- Submit transcripts, resume and cover letter
- Complete formal written application and submit 2 written recommendations
- Visit the school for a day for initial visit
- Return to teach a mini lesson