



## **LEAD TEACHER EARLY CHILDHOOD EDUCATION CENTER**

St. Vincent's is seeking to fill a full-time (40 hours a week) "Lead" Teacher at its Early Childhood Education Center. The person selected for this position will be responsible for the general supervision and management of children in our Center between the ages of 6 weeks and kindergarten age. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and their families and be willing to fulfill responsibilities in accordance with our philosophy, goals, discipline statement and job description. He/She must be professionally prepared to meet all licensing requirements.

This position requires a minimum of 12 ECE units (with at least 3 units being Infant/Toddler units). Candidates must also have a BA/BS degree. Teacher permit is a plus. Candidates must also have a current First Aid/Pediatric CPR certification.

### **QUALIFICATIONS:**

- 12 units in E.C.E. including core courses (3 Infant/Toddler units required for Infant Toddler Teachers)
- Bachelor's Degree in Early Childhood Education or a related field
- 6 months teaching experience (lab experience is acceptable)
- Community First Aid/Pediatric CPR certification
- Commitment to ongoing education in the field of Early Childhood Education
- Ability to work independently with a strong level of organizational skills.
- Must possess excellent interpersonal communication skills and ability to work with all levels of clients.
- Possess good writing and speaking skills.
- Demonstrated leadership at professional level.
- Must demonstrate personal identity with and commitment to the mission and values of St. Vincent's.
- Is conscientious in follow-through on job requirements and has the ability to be a self-starter.
- Possess the ability to generate enthusiasm and inspire confidence and support.
- Must provide official/unofficial transcripts.

## RESPONSIBILITIES:

- Plans, implements, and supervises the program for the class in accordance with the philosophy and values of the Center.
- Contributes to the planning of the Center's curriculum and other related activities including a commitment to a culturally sensitive program.
- Assures the integrity and implementation of the curriculum; and gathering data contributing to the attainment of outcome measures for each child in the classroom.
- Prepares family information boards, to include curriculum, menus and any other pertinent information.
- Gears the program to the needs of the individual children with concerns for their interests, special talents, and needs.
- Ensures that the Curriculum is developmentally appropriate.
- Tracks all children who need assistance and if referrals are needed, make sure arrangements are made for each child.
- Ensures all communication goes home to parents, etc.
- In charge of checklist, and scanner sheets are occurring on a daily basis.

Must pass criminal background fingerprint check and pre-employment negative TB test. The COVID-19 vaccination is a requirement for this position. Childhood Vaccinations must also be up-to-date, and certifications provided.

The position is non-exempt, hourly and is scheduled for Monday through Friday.

**Compensation:** \$25.00 - \$30.00 an hour

**EXCELLENT BENEFITS:** *To become eligible for benefits, candidates must work, and be scheduled for at least 20 hours per work week.*

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance - \$50,000
- Retirement Plan - 403(b) and 401(a)
- Gym Membership
- Paid Holidays - 13 Holidays per Year
- Paid Time Off (PTO)
- Paid Bereavement Leave
- Paid Jury Duty Leave
- 100% Generous Preschool Enrollment Discount at our Center
- Education Reimbursement up to \$1,000 per quarter/semester
- Job Signing Bonus - 5% of Annual Salary
- Referral Bonus - \$500 per Successful Job Referral
- Transportation Benefit - Paid Mileage to and from work from home
- Wellness Days - Four (4) paid wellness days to all benefits eligible Associates per calendar year.

TO APPLY: Please submit a cover letter, resume and official/unofficial transcripts by responding to this post or email: [hr@sv-sb.org](mailto:hr@sv-sb.org).

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentssb.org/get-involved/careers/>.