Department: Massachusetts Migrant Education Program
Title: Site Based Preschool Instructor
FLSA Status: Non-Exempt
Reports to: Academic Program Manager

Purpose: Along with the support of an assistant, the teacher will facilitate a full day of engaging activities. The instructor will establish a set daily schedule which should include a morning meeting, rotating centers and developmentally appropriate activities. Activities, materials and suggestions will be provided but it is at the discretion of the instructor to decide on the day to day activities.

Essential Functions:
● Create and maintain a positive and fun environment that is engaging and enjoyable for students
● Adapt the daily plan to accommodate the abilities, needs and interests of students
● Track attendance and participation
● Communicate regularly with the Program Coordinator and/or Academic Program Manager

Minimum Qualifications:
● Bachelor's degree from an accredited college or university
● One year of teaching experience in a formal or informal setting
● Are able to pass a CORI (Criminal Offender Record Information) screening

Prefered Qualifications:
● Bilingual in English and Spanish
● M.A. or M.Ed from an accredited college or university
● DESE/DEEC Certification

Physical Demands:
● Ability to multi-task and respond to plan alterations with a positive mindset
● Must be able to communicate and converse effectively with youth and adults from multiple backgrounds and cultures in Spanish

Work Conditions:
● Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards

Terms of Employment:
● Full-time; 35 hours per week between 7/5/2022 and 8/14/2022 plus training at the end of June and addition prep time as needed
● $25-30/hour depending on qualifications

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the needs of the diverse student populations we serve are encouraged to apply.