

Mount Ararat Community Activity Center

Job Announcement

Position: LEAD TEACHER

Classification: Full-time & Part-time hourly

To apply: Send resume' and cover letter to: MACAC @ 745 N. Negley Avenue, Pittsburgh, PA 15206 or email to wpreston@macac-inc.org. No phone calls please.

JOB RESPONSIBILITIES

- Ensure adherence to the rules and regulations outlined in the Department of Public Welfare handbook for Child Day Care Centers.
- Plan and implement daily program activities and routines. Activities should promote the development of skills, social competence and self-esteem and include outdoor activities.
- Coordinate activities of Assistant Teachers and Aides
- Assist the Director with designated activities.
- Assume responsibility for assigned group of children and provide supervision at all times.
- Ensure the environment is safe, clean, sanitary, organized, and conducive to learning and child development.
- Communicate with parents daily regarding their child's progress, activities, incidents, concerns, etc.
- Ensure proper ratios are maintained in the Center at all times.
- Ensure accurate records are kept for each child. This includes sign in/out sheets, changing & feeding logs, incident & accident reports, etc.
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree in early childhood education, child development, special education, elementary education, or the human services field (*or*) Bachelor's degree including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and one year experience with children (*or*) Associates degree in early childhood education, child development, special education, elementary education, or the human services field and two years experience with children (*or*) Associates degree including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and three years experience with children
- Act 33/34 clearances
- FBI clearance

- Two letters of reference
- Valid driver's license
- Physical including negative TB test

COMPENSATION/BENEFITS:

- Salary range: \$12 - \$16 / hour (Based on education and experience)
- Medical, Dental, Vision, Life, Short & Long Term Disability (Full-time only)