

Substitute Teacher- Children's School (Part- Time)  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245816>

Downloaded On: Sep. 27, 2024 1:19am

Posted Sep. 26, 2024, set to expire Jan. 23, 2025

<b>Job Title</b>	Substitute Teacher- Children's School (Part- Time)
<b>Department</b>	Campus Child Care
<b>Institution</b>	Quinsigamond Community College Worcester, Massachusetts
<b>Date Posted</b>	Sep. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Educational Services Child and Social Services
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<b>Job Description</b>	

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**Substitute Teacher- Children's School (Part- Time)**

**Category:** Part Time Non-Benefitted

**Department:** Campus Child Care

**Locations:** Worcester, MA

**Posted:**

**Closes:**

**Type:** Part Time

**Position ID:**

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### **General Statement**

This is a part time, substitute position, working directly with children in the classroom from Monday through Friday. Hours are determined by the need of the Children's School (open 7:00-5:15) and availability of the staff. The Teacher is responsible for the education, care and safety of children. Salary for MCCC professional rate is \$33.95 per hour. No benefits apply.

### **Supervision Received**

The Teacher reports directly to the Director or designee of the Children's School.

### **Supervision Exercised**

The part time Teacher participates in the educational experience of the student teachers in the Early Childhood Education Program.

### **Duties and Responsibilities**

- Maintain the Children's School Program with the lead teacher according to standards, philosophy and environment as embraced by the Early Childhood Education Department, and plan with the faculty and staff of the Children's School for the implementation of major changes in the curriculum and/or new developments in the Program.
- Serving as a model preschool teacher, that reflects the ECE Department's "Conceptual Framework", to students of the Early Childhood Educational Programs and other QCC departments.
- Provide high quality education and care for children as scheduled
- Provide for the safety and well being of children in the Child Care Program.
- Providing a safe environment for all in the Children's School
- Extend hours of teaching as requested and under unusual circumstances to maintain state ratios
- Discuss with the lead teacher any special individual concerns of parents and/or children as they arise.
- Maintain on-going written or computerized reports and records as required by the Massachusetts Department of Early Education and Care (EEC) regulations, the National Association for the Education of Young Children, and other regulatory agencies regarding each child's progress and welfare.
- Attend the Quinsigamond Children's School Parent's Nights and other center or college related

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events as scheduled.

- Notify the designated teacher or update the supply list for consumable and non consumable needs.
- Meet regularly with Child Care staff and with the Children's School faculty/staff to discuss routine functioning and specific issues pertaining to the delivery of the Children's School Program.
- Maintain a clean, safe environment for children in all areas of the Children's School including but not limited to documentation boards, displays, cleaning tasks, changing the environment etc.
- Report any inadequacies of potentially harmful situations of facility or equipment to the full time Teacher, Lead Teacher, Director or designee.
- Maintain membership in the National Association for the Education of Young Children (NAEYC).
- Participate in local and regional Early Care and Education conferences, workshops or seminars.
- Acquire and maintain required training including hours required by EEC, CPR and first aid training.
- Assume the Teacher responsibilities in his/her absence.
- Actively support the teaching and learning process; practicing honesty and integrity in and out of the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.
- Work actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embrace the ideals of diversity and inclusiveness and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Provide flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Perform other related duties as assigned.

Job Requirements:

### **Minimum Qualifications**

- Teacher Certified in Early Childhood Education .
- One year of preschool classroom teaching.
- Lead teacher qualified by the Massachusetts Department of Early Education and Care (EEC).
- Meets the QCC Technical Performance Standards (see current catalog)

\* Must enroll in and complete an Associate's degree program in Early Childhood Education (or related

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field if approved by the Dean of the School of Humanities and Education). Associate's program must be completed within five (5) years of employment date in this position with the College.

### **Preferred Qualifications**

- Associate's Degree in Early Childhood Education
- Three years of preschool classroom teaching experience.
- Experience with supervising or mentoring early childhood student teachers.
- Excellent oral and written communication skills.

### Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.



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To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=181375>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Campus Child Care  
Quinsigamond Community College

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