

EMPLOYEE JOB DESCRIPTION

TITLE: PreK Support Teacher
DEPT: The Hundred Acre School
REPORTS TO: Director of The Hundred Acre School
FLSA STATUS: Full-time, Exempt

SUMMARY OF RESPONSIBILITIES:

The title of this position is "Support Teacher" because we strive to create a collaborative PreK teaching team that highlights each educator's strengths yet has a defined role. Our PreK classroom is a three-teacher team of 1 Lead PreK teacher and 2 Support PreK teachers. The support teacher position has the ability to co-teach with the lead PreK teacher or provide an assistant teacher skillset depending on the educator's experience and ability. The support teacher plays a vital role in a classroom's success. They must be attentive to the room's dynamics, providing responsive support to both students and co-teachers. As a Support Teacher, you will play a vital role in maintaining a positive and productive learning environment. You will assist in implementing daily routines, reinforcing classroom expectations, and providing targeted support to students throughout the day. Your presence helps ensure that every student receives the attention and encouragement they need to thrive.

The Support Teacher role is ideal for individuals seeking a meaningful teaching position with fewer responsibilities than a lead teacher. This position is well-suited for recently retired educators who wish to stay engaged in the classroom, or for recent college graduates looking to gain hands-on experience in a supportive and enriching school environment. This role also offers a pathway for growth within our school community. If and when you are ready, there may be opportunities to take on additional responsibilities or transition into a lead teaching position if an opening becomes available. We value team members who are collaborative, adaptable, and nurturing individuals who are ready to make a difference while continuing to learn and grow alongside our students and staff.

SPECIFIC RESPONSIBILITIES:

School & EEC Requirements:

- Adhere to all EEC regulations.
- Attend all staff meetings, staff training (August), conferences, and workshops.
- Complete EEC required 20 hours of professional development and training yearly.
- Uphold the mission and goals of The Hundred Acre School at Heritage Museums & Gardens.
- Be able to project a positive image and be an ambassador of the school both at HMG and while out in the public at large.
- Support the overall efficiency of the school on a daily basis (i.e. assisting with dishwasher, plants, laundry, etc.).
- Treating students, parents, staff, and visitors at the school with respect.

Classroom:

- Assist lead teacher in classroom management, curriculum goals, and daily routines.
- Plan and implement aftercare experiences for your classroom of PreK students.
- Prepare and maintain an engaging, nurturing, clean, and safe learning environment.
- Establish strong parent and family relationships.
- Work cooperatively with a co-teaching team.
- Exhibit excellent organizational skills, as the classroom is not a storage area. Classrooms are set up with a defined purpose and thoughtful planning as an intentional learning environment.

Teaching Requirements:

- You are expected to commit to your teacher role for the entire school year from mid-August through the end of June. If you plan to depart, we ask that you transition out of your position at the end of June or the end of the Summer Program; this is in the students' best interest.

- Willingness to work outdoors in uncomfortable weather or conditions (i.e. winter, rain, summer heat)
- Stand on your feet for up to 90% of the day.
- Ability to sit on the floor and squat down to meet any child's needs.
- Capable of lifting up to 40 pounds.

Teaching Style:

- Enjoy your role and appreciate the gift of student learning and growth.
- Love kids and their energy, excitement, curiosity, and innocence.
- Encourage students to use problem-solving skills and practice positive behavior guidance.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in education or a related field preferred
- Minimum of EEC Teacher Preschool certification (non-negotiable)
- Previous educational experience with references (required from supervisor at last school)
- Massachusetts Department of Early Education and Care (EEC) Background Record Check (BRC) with "suitable" classification
- Current physical (every two years) and proof of MMR vaccination (EEC regulation).
- CPR and First Aid Certification (we will provide this training)

POSITION DETAILS:

- This position is a year-round, full-time 40 hour, exempt position (non-negotiable).
- 2025-2026 expected hours are Monday/Tuesday 8:30-4pm, Wednesdays 8-3:30pm, Thursday/Friday 8:30-4:30pm.

COMPENSATION is directly aligned to your education and certification according to the following non-negotiable scale:

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| • CDA or non-education BA, Teacher | \$41,600 (\$20/hr) |
| • CDA or non-education BA, Lead Teacher, D1, D2 | \$43,600 (\$21/hr) |
| • BA Education/related, Teacher | \$43,600 (\$21/hr) |
| • BA Education/related, Lead Teacher, D1, D2 | \$45,760 (\$22/hr) |
| • MA non-education, Teacher or Lead Teacher | \$43,600 (\$21/hr) |
| • MA Education or related field, Teacher | \$45,760 (\$22/hr) |
| • MA Education or related field, Lead Teacher | \$47,840 (\$23/hr) |
| • MA Education or related field, Director | \$49,920 (\$24/hr) |

Select HR Benefits:

- Per calendar year: Earn 10 days of vacation, 10 days of sick time, and 2 personal days
- Health insurance is offered
- Dental insurance is offered
- 401K is offered
- Membership to Heritage Museums & Gardens

APPLICATION PROCESS:

Please submit the following items via email to Melissa Russell, Director of The Hundred Acre School, at mrussell@heritagemuseums.org:

1. Resume
2. Cover Letter
3. Proof of EEC certification