



## Job Posting: Las Luciérnagas Lead Teacher

**Hours per week:** 1.0 FTE (40 hrs/ week)

**Exempt**

### **Project Commotion Overview**

Founded in 2006, Project Commotion (PC) is a community-based organization located in the Mission District of San Francisco. Our mission is to foster healthy development in children of all abilities through purposeful movement, play, and family and community relationships. PC serves children and youth, along with their parents/caregivers, educators and interdisciplinary support teams – strengthening inter-generational connections and community health through embodied, educational movement-based programs. Equity and empowerment is at the core of all of our work. Our programs are bilingual English/Spanish, taught in an inclusive environment where children of all abilities can flourish physically, socially and emotionally.

### **Program Overview: Las Luciérnagas**

In 2011, PC launched Las Luciérnagas (LL), a Bi-Lingual Spanish/English Early Childhood Program for children ages 2 - 5. LL is a unique early childhood program where children are invited to learn through play with a focus on gross-motor development and nurturing relationships. LL's program philosophy centers on four pillars: Connection to Family Community & Nature; Movement & Play; Equity & Social Justice; and Language & Culture

### **Las Luciérnagas Lead Teacher**

Shift: 8am - 4:30pm Monday - Friday; Classroom duties 8:30 – 3:30 pm daily (Wednesday early release at 1pm followed by weekly meetings)

The LL Lead Teacher is a bilingual English/Spanish speaker responsible for delivering developmentally appropriate child care and education in both languages. LL is a bilingual program that supports multi-language-learners and families who speak Spanish as a home language.

This role is responsible for on-site direct service delivery during program hours. Site Supervisor will schedule weekly release hours (10 - 20%) to attend meetings and complete assigned curricula/administrative duties.

The LL Lead Teacher is the key curricula and teaching leader of PC's early childhood program. The position reports directly to the LL Site Supervisor.

### **Responsibilities**

- **Daily Teaching & Student Support:** Supervise and support children during programming with a focus on health and safety. Lead developmentally appropriate group activities. Observe and document children's developmental domains. Confirm students have been signed in/out each day. Supervise Assistant Teacher, Aides, and volunteers who work in the program. Collaborate with team on student schedules



## Job Posting: Las Luciérnagas Lead Teacher

and rotations. Build and maintain responsive and nurturing relationships with children. Establish and maintain effective working relationships with families and staff. Collaborate with families to complete ASQs and DRDPs. Implement IEP/IFSP goals into daily teaching and support.

- **Physical Requirements:** Set up, breakdown, and movement of gym, classroom, and outdoor equipment. Must be able to regularly lift 35 lbs. Must be able to move up and down to be on a child's level throughout the day.
- **Curricula Development:** Lead development of curriculum that aligns with LL Program Pillars. Plan and lead age and developmental stage appropriate activities. Ensure curriculum is documented regularly by self and teaching team. Support LL Supervisor in planning family engagement activities.
- **Administration:** Assist Site Supervisor with administrative tasks related to LL programming including but not limited to LL's annual vision, quarterly menus, weekly rosters, and reviewing student records/files as needed. Conduct biweekly observations and document students' individual goals. In collaboration with the Site Supervisor, prepare documentation to support referrals for further evaluation and specialized services for children with suspected special needs. Inventory supplies and create/update shopping list as needed. *May assume coverage in the absence of the Site Supervisor as needed.*
- **Inter-Office Communications:** Attend scheduled meetings with co-workers, communicate with colleagues via Slack, email, and phone on a consistent basis. Participate in performance reviews to LL team members and PC colleagues. Communicate directly, clearly, and respectfully to help maintain an organizational culture of collective leadership and collaboration.
- **Family Engagement, Support and Communications:** Plan and conduct biannual parent conferences with support of Site Supervisor. Determine routines and schedules for family communication and connect with families regarding incidents involving their child(ren). Update StoryPark platform with student documentation of learning stories and community posts. Support delivery of family engagement activities including Family Cafes, parent workshops, and other special events. Communicate with families about specific challenges, incidents, and strengths that have been observed and documented regarding their child(ren).
- **Outreach and Program Enrollment:** Represent LL at public events on an as-needed basis. Plan, coordinate and staff Open Houses. Facilitate new student enrollment - conduct home visits and review enrollment packets.

### **Summer Role: Camp Commotion Instructor**

During the preschool program break in the summer, LL Lead Teacher will be assigned camp and/or offsite program duties to fulfill their hourly commitment/agreement.

### **Staff Meetings and Retreat:**

This position is expected to attend all regularly scheduled staff meetings, staff in-service and pre-service trainings.



## Job Posting: Las Luciérnagas Lead Teacher

### **Fundraising and Organizational Support**

Project Commotion maintains a robust culture of fundraising shared by all staff. Though fundraiser efforts are led by our Development team, all staff are expected to contribute. Staff are trained on how the organization is funded and are given the tools to talk about the organization holistically. All staff work together to make Project Commotion's annual fundraising event a success. Additionally, each staff member helps to sustain the organization in ways that are meaningful to that staff member. Activities might include but are not limited to inviting people to a fundraising event, asking businesses for donations or sponsorships, sharing social media posts, and/or representing Project Commotion at events.

### **Further Education and Staff Training**

As part of the employee's commitment to Project Commotion, they will work to deepen their understanding of Project Commotion's philosophy and approach, as well as related subjects of child development, etc. through attendance at workshops, seminars, and publications. They will also continue to pursue professional development opportunities specific to their field, such as child development, kinesiology, and facilitation workshops. Professional development hours may be paid, according to the capacity of the organization.

PC will provide a minimum of 16 hours of paid staff training annually. Topics may cover, but are not limited to, brain development, sensory systems, building relationships, movement exercises incorporating midline activities, communicating with parents and caretakers, working with diverse populations, trauma informed care. This may include bi-weekly staff meetings, staff workshops led by the PC leadership team.

**Evaluations & Professional Growth Plans:** All employees participate in annual goal setting, action plans, and personal and peer evaluations.

### **Other**

All staff may, at times, step into other programs/roles to support in times of need.

### **Position Qualification Requirements**

**Education:** AA Degree required with an emphasis in Early Childhood Education or Child Development; preferably a BA or continuing education/working towards a BA degree in Early Childhood Development.

### **Requirements:**

- State of California Child Development Teacher Permit or higher
- Current Physical Health Screening (*every 2 years thereafter*)
- Fingerprinting Clearance (DOJ)



## Job Posting: Las Luciérnagas Lead Teacher

- Current Immunizations (TB, Influenza, MMR, Pertussis) (*every 2 years thereafter*)
- Complete Mandated Reporter Training
- Current CPR & First Aid Certificate (*every 2 years thereafter*)

**Language(s):** Bilingual, bi-literate; English/Spanish.

### Schedule, Pay and Benefits

#### Work Schedule

Full time, 40 hours weekly. Requires on-site hours for program delivery. Some weekend and evening shifts are required, according to event, meeting and outreach schedules.

#### Salary

Pay range is \$64,480 - \$79,040 annually, dependent on educational attainment and CDC Permit levels.

*Teacher salaries are determined and supported in part by the Department of Early Childhood's (DEC) Workforce Compensation grant. Project Commotion qualifies for this support because of compliance with all requirements of Department of Early Care and Education Workforce Compensation Grant.*

#### Vacation

This position accrues paid vacation at 3.3 hours per pay period and will increase to 5 hours per pay period when the employee reaches a 5-year employment mark with the organization.

#### Sick Leave

In accordance with state, federal, and local laws, employees will accrue 1 hour of paid Sick Leave for every 30 hours worked up to a maximum of 72 hours of paid Sick Leave per year. Employees begin accruing paid Sick Leave on the first day of employment.

#### Medical Benefits

Full health, dental and vision package included.

#### To Apply

Applicants are advised to read through our website at [www.lasluciernagas.org](http://www.lasluciernagas.org) to develop an understanding of our programs, mission and philosophy before submitting an application.

To apply, please send an email to [info@projectcommotion.org](mailto:info@projectcommotion.org) with the following:

1. Subject line: LL Assistant Teacher
2. A cover letter indicating position of interest
3. Resume
4. Transcripts verifying your education units
5. List of 3 – 5 references, with current contact information (name, phone, email, nature of your relationship)



**Job Posting:  
Las Luciérnagas Lead Teacher**