

Bilingual Teacher (Full-Time)

Title: **Bilingual Teacher**
Supervised by: VCPA Sr. Program Manager
Status: Exempt, Salaried, Full-time
Date: May 2023

ORGANIZATION HISTORY

Founded in 2013, VOCEL is a non-profit organization whose mission is to ensure every child has the foundation to learn, grow and lead. Through innovative parent support and early learning services rooted in language and social-emotional development, VOCEL jumpstarts young children's brain growth. For more information, please visit www.vocel.org.

THE OPPORTUNITY

Having piloted an innovative two-generation early learning program that provides quality early learning and equips parents as children's first and best teachers, VOCEL is looking to grow the Child Parent Academy in Chicago and have deeper impacts in child development knowledge and caregiver confidence and capacity. Rooted in that vision, the Teacher will enhance this effort by supporting caregivers of children ages 0-4 with resources, knowledge of child development, and ongoing opportunities for connection and community-building. This role is critical to the two-generation model, allows for skill-building in facilitation and early childhood, and is poised to have meaningful impact on families around Chicago.

WHAT YOU'LL DO: ESSENTIAL RESPONSIBILITIES

Reporting to the Sr. Manager of VCPA, this position will (1) facilitate two generation caregiver and child classes, with support from the Family Support Specialist (FSS), (2) coordinate with other Teachers and co-FSS to review and adapt meaningful, individualized lesson plans that are rooted in play-based learning, and (3) build relationships across diverse populations in service of the belief that all children and families deserve and can succeed. Because VOCEL is a small organization, the Teacher can expect to work closely with the VCPA team, Sr. Program Manager, and general program team.

1. Facilitate two generation caregiver and child classes with support from FSS (50% of the position)
 - Serve as lead facilitator in the child-adult classroom, in Spanish and in English, supporting learning through play
 - Model responses to children's words, sounds and gestures (with narration, repetition, extension, questions, etc.); act as "language builders," bringing high levels of conversation and vocabulary into all classes
 - Engage with caregivers and children in conversation and play, as individuals and in groups
 - Data-entry in Salesforce tracking program targets including, but not limited to member enrollment, engagement, assessments, etc.

2. Coordinate with other Teachers and co-FSS to review and adapt meaningful, individualized lesson plans that are rooted in play-based learning (20% of the position)
 - Review weekly lesson plan and adapt for individual classes as necessary
 - Coordinate classroom supplies, activities, and discussion points with co-FSS and other VCPA Teachers to prepare for each session

- Communicate with Sr. Program Manager to ensure that classrooms are outfitted with necessary supplies for activities
 - Ensure that all members receive Brain Bags
3. Build relationships across diverse populations in service of the belief that all children and families deserve and can succeed (20% of the position)
- Acknowledge and celebrate the many diverse backgrounds and experiences in the VOCEL community and encourage members to share stories, traditions, and values
 - Listen to, learn about, and connect with individual children and caregivers through conversation and shared activities
 - Validate primary caregivers as their child's first and best teacher and honor their individual and family cultures, experiences, and perspectives
 - Provide support to children, caregivers, and families in the ways that they identify wanting support
 - Connect with other VCPA Staff to make referrals for resources and support as needed
 - Provide support to VOCEL's Welcome All initiative
4. Miscellaneous (10% of the position)
- Perform clerical responsibilities and other duties as assigned by the Sr. Program Manager or Sr. Director of Programs
 - Participate in required staff, committee, and/or Board meetings
 - Provide support for development events
 - Provide support for recruitment events
 - Protect the organization by keeping information confidential
 - Participate in additional VOCEL initiatives and projects
 - Other duties as assigned.

WORK ENVIRONMENT

- This role is full-time, not to exceed 45 hours a week.
- The daily schedule is relatively flexible and will be dependent on VCPA class days and times but can be expected to fall between 7am and 2pm Monday through Friday. Some evening and weekend hours may be required. Local travel in the Chicagoland area is to be expected and regular travel within Chicago is expected.
- This position operates in an office environment with wireless internet and limited space, on-site at VCPA partner sites, and remotely throughout the city and at home.
- This role routinely uses standard office equipment such as computers (laptops), photocopiers, scanners, filing cabinets, and common office supplies as well as software including Google Suites, Canva, Slack, etc.
- This position requires a reliable cell phone with the capability to add apps for communication with participants and staff, i.e., Slack, Bamboo, etc.
- While performing the duties of this job, the employee will be regularly expected to:
 - communicate with colleagues, caregivers, and children
 - position self in proximity to members while in programming; this can include kneeling, stooping, sitting on the floor, standing, sitting, play with children, etc. with assistance or accommodations as needed
 - operate office equipment

- move and transport supplies, with assistance or accommodations as needed
- VOCEL offers a smoke- and drug-free environment.
- Employee will be required to provide documentation of U.S. citizenship or eligibility to work in the U.S.
- **Equal Opportunity Employer.** All decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, genetic information, age, national origin, marital status, pregnancy, military service, order of protection status, physical, mental, or neuro disability, or any other factor determined to be unlawful by federal, state, or local statutes.

WHAT YOU BRING

This is an extraordinary opportunity for a dynamic individual who is interested in working in an entrepreneurial and collaborative organization that is highly focused on its mission.

Background and experience we'd like to see:

- Associate's or Bachelor's degree from accredited college or university.
- Minimum two years' experience in a professional role with demonstrated results.
- Knowledge and/or experience working with children ages 0-5
- Personal vehicle and ability to drive throughout the city required
- Ability to speak, read, and write proficient Spanish

The ideal candidate demonstrates:

- Alignment with VOCEL's core values (<https://www.vocel.org/core-values>)
 - Put people first
 - Welcome all
 - Innovate with intention
 - Promote equity
 - Embrace the child within
 - Build a better tomorrow
- Knowledge of early childhood development and/or education
- Willingness to play with children
- Strong communication skills
- Commitment to cultural sensitivity, equity, self-reflection, and growth
- Strong ability to project plan, delegate responsibilities to team members and follow-up accordingly to meet deadlines and due dates
- Patience and willingness to provide support to others
- Entrepreneurial spirit and flexibility
- Eagerness to continuously learn

WHAT WE OFFER

VOCEL offers a competitive compensation package including:

- Annual salary of \$48,900 to \$52,900; commensurate with experience
- IRA with employer matching up to 3%
- Technology reimbursement
- Mileage reimbursement
- Generous paid time including:

- Paid holidays with opportunity to swap holidays for personal/religious observance
- 12 days of elective paid time off per year
- 13 days of break, determined by VOCEL
- Up to 5 paid sick days
- Up to 5 paid self, family, and community care days
- Flexible "VOCEL Fridays" with most staff finishing their work day by 1:00 pm.

TO APPLY:

- Follow instructions at [this link](#)
- Incomplete applications will not be accepted
- No phone calls please
- Deadline is June 15