



Empowering You To Be

POSITION TITLE: Lead Teacher
STATUS: Non Exempt
DEPARTMENT: Childcare
REPORTS TO: Director of Childcare Services
DATE: 6/3/2016

SUMMARY: The Lead Teacher is responsible for implementation of activities in the classroom, supervision of Assistant Teachers, curriculum planning, and parent communications in accordance with the Center's philosophy and policies.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Actively embrace a culture of empowerment and an attitude of honesty and mutual respect. Maintain professionalism, take responsibility for actions and mentor positive behaviors to assistant teachers, children, coworkers and customers.
- Plan and implement classroom curriculum and daily activities. Oversee and interact with children, while insuring the safety and well being of each child
- Submit weekly written lesson plans covering all areas of growth and development to meet the intellectual, social, emotional and physical needs of children.
- Provide opportunities and support for children to develop self-discipline.
- Assess child's development through age appropriate developmental checklists.
- Create a stimulating learning environment, including room arrangement, bulletin boards, seasonal decorations, etc.
- Implement and reinforce positive guidance techniques
- Must be able to work independently with children and make independent decisions
- Accurately provide documentation (such as meal sheets, daily sheets, accident reports, medication forms, etc.)
- Verbally greet parents/visitors and children upon arrival to the classroom. Share information and involve parents in the education and care of their children on a daily basis.
- Maintain confidentiality of children and family information.
- Encourage parents to discuss concerns or issues with Site Director or Director of Childcare Services.
- Provide leadership and direction to Assistant Teachers. Mentor professional behavior and coach when necessary.
- Participate in recommended professional development training opportunities and adhere to licensing standards.
- Maintain appropriate staff to child ratio and consult with the Site Director when substitutes are needed.
- Report suspected child abuse and neglect as required by law.
- Provide input for the Site Director in coordination of staff, scheduling of substitutes and grouping of children.
- Regular attendance as scheduled



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QUALIFICATIONS

- A degree in early childhood education. At least 3 years teaching experience required.
- General knowledge of children’s growth and development.
- CPR and First Aid training.
- Good written and oral communication skills.
- Minimum age of 18 years.
- No substantiated history of child abuse or neglect.
- No staff member or volunteer will have a felony conviction on record within the past five years.
- No staff members name will appear on the sex offenders registry

PHYSICAL DEMANDS

- Ability to see, speak, and hear
- Frequent standing and walking
- Frequent use of hands and arms
- Frequent lifting of up to 40 lbs.
- Occasional need to climb, balance, kneel or crouch

WORK ENVIRONMENT

- Work is primarily performed in an indoor classroom environment. Occasional outdoor exposure when weather permits.
- Occasional exposure to household cleaning chemicals

Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Employee Signature _____

Date _____