



Job Title: Lead Teacher
Reports To: Site Director
FLSA Status: Exempt
Customary Work Days: Monday through Friday
Saturday & Sunday may be added as work level dictates.
Customary Work Hours: 8:30 AM to 5:30 PM
Hours are extended when work load is increased.

Position Summary Lead Teachers plan and implement learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. They encourage the involvement of the families of the children of the program and support the development of relationships between children and their families.

Duties & Responsibilities

Interact With Children:

- Utilize appropriate language, interactions, and positive discipline.
- Model positive behavior.
- Instruct, and supervise children in classroom activities.
- Implement age appropriate activities that support the Head Start standards, the NAEYC standards and the Creative Curriculum.
- Implement and model family style eating during meal times.
- Continuously monitor children to ensure safety at all times, and report child abuse and neglect when necessary.

Assess Children:

- Assess children on a regular basis.
- Take pictures and maintain anecdotal notes, written observations, and other approved forms of documentation for each child.
- Administer ESI-R screening, NRS, Creative Curriculum, Ages and Stages Questionnaire, Ages and Stages SE Questionnaire.

Curriculum Preparation:

- Utilize research library, research, plan, and develop age appropriate activities for lesson plans.
- Incorporate required activities into lesson plan that support children's development.
- Prepare activities that enhance the lesson plans.
- Coordinate field trips with Education Coordinator.

Communicate With Parents:

- Maintain open communication with parents by scheduling and conducting parent/teacher conferences and home visits.
- As a parent advocate, help resolve issues or concerns that are raised.
- Inform parents about daily classroom routine, expectations, policies, field trips, and volunteer opportunities.
- Communicate with parents about incidents that have been

observed and/or recorded on site regarding their child.

- Obtain all required classroom parental signatures such as on all incident reports and field trip permission slips.

Documentation:

- Design and complete documentation panels for the classrooms and hallways.
- Complete all necessary paperwork for classroom activities including meal count sheets, attendance, screenings, parent/teacher conferences, and home visits in a timely manner.
- Maintain up to date and accurate education folders to include complete incident reports, permission slips.
- Maintain accurate and up to date portfolios.
- Maintain classroom supply lists and inventory.
- Complete all assessment paperwork, such as Creative Curriculum checklist, and ESIR screenings, according to specified timelines.

Supervision:

- Supervise assistant teachers, teacher aides, and/or volunteers.
- Delegate duties as necessary, and give constant feedback to facilitate professional growth.
- Process timesheets and vacation requests.
- Contribute to assistant teacher's evaluation.

Administration:

- Work closely with Site Director, Head Start Manager, and other content area specialists.
- Conduct and participate in team meetings. Communicate and share ideas and concerns with team, Site Director, Education Coordinator and other management team members.
- As an advocate for children, parents, and staff participate in agency committee meetings i.e. health advisory committee , advocacy, etc .
- Actively participate in meetings which may include management, teaching team, center, committee, parent, parent policy, family reviews, city/state, agency, and board meetings.
- Participate in staff In-Services.
- Engage in continuing education and professional development activities such as trainings, workshops, and classes to meet required qualifications.

Classroom Maintenance:

- Maintain a clean and organized learning environment.
- Sanitize all surfaces including classroom toys and equipment.
- Maintain a quality room arrangement in compliance with curriculum standards.
- Routinely check classroom equipment and materials to ensure they are in good repair.

Other Duties As Assigned

**Job
Requirements**

Education and/or Experience:

Bachelor's Degree in Early Childhood Education or Elementary Education from an accredited college or university including required field service.

- Child Development Associate (CDA) certificate encouraged for candidates whose degree is in a field other than Early Childhood Education.

OR

Associates Degree in Early Childhood Education or Associates in a related field with at least 18 credit hours Early Childhood Education.

OR

Minimum of 30 hours in Early Childhood Education with 3 years supervised experienced in a Early Childhood classroom and willingness to earn a B.A. degree in Early Childhood Education.

Lead Teachers in Pre-K classrooms must have the Type 04 certification.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain confidentiality.
- Excellent oral and written communication and presentational skills.
- Demonstrated capability to interface and maintain effective relationships with administration, staff, consultants, regulators and founders in a team-oriented environment.
- Capacity to assume responsibility for own professional development.
- Detail oriented, logical, and methodological approach to problem solving.
- Ability to plan and schedule the work of others.
- Flexible, with the ability to work in a highly demanding, stressful environment.
- Proficiency using word-processing system.
- Ability to cooperate successfully as a member of a team.
- Ability to communicate effectively with others, including giving and receiving feedback on the quality of services.
- Meet any specific content area requirements.

Language Skills

- Ability to read and speak English proficiently.
- Bilingual-Spanish preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk, hear and see.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision requirements include the ability to see at close range.
- At times, may require more than 40 hours per week to perform the essential duties of the position.
- Fine hand manipulation (keyboarding).
- Transportation time spent commuting between sites for meetings, trainings, in-services, and home visits.
- The employee may be required to work at multiple agency locations if necessary.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Internal office space and classrooms.
- The noise level in the work environment is usually moderate to high.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____