

JOB DESCRIPTION: Lead Teacher

Revised: November 26, 2013

Scope of Position

The Lead Teacher is responsible for general administrative duties as assigned, for supervision of subordinate staff, and for planning, preparing, and implementing daily activities, monitoring children's progress, and maintenance of related records for assigned classroom.

The Lead Teacher promotes the center's philosophy and educational objectives. The Lead Teacher supports the NAEYC Code of Ethical Conduct.

The Lead Teacher reports to the Director.

Responsibilities

The Lead Teacher, with the assistance of support staff, shall develop developmentally appropriate curriculum for her/his assigned classroom and work together with the Director and other staff members to foster an atmosphere of goodwill, open communication, and teamwork. The Lead Teacher is responsible for all other duties as assigned by Director or other in-charge person.

The Lead Teacher is responsible for knowing and following current UBCCC policies and procedures, OCFS regulations, and all accreditation standards.

The primary responsibility of the Lead Teacher is the safety and well-being of the children. It is therefore the obligation of the Lead Teacher to report to the supervisor and/or Director any action or behavior by any person which might be detrimental to a child or group of children within the Center.

Specific Duties

- Assumes responsibility for operation of the Center in the absence of the Director, as appointed.
- Assists in the design and implementation of education programs, including in-service staff training programs.
- Assists in planning and attending special programs and activities related to the center.
- Attends and engages in staff and parent meetings, including biannual Parent/Teacher conferences.
- Attends and engages in ongoing professional development to improve personal and professional skills.
- Keeps current with all credentials and degrees in accordance with all accrediting and regulatory bodies.
- Conducts regular team meetings with support staff.

Staff Supervision

- Monitors and supervises daily activities of assigned support staff.
- Supervises and assists assigned support staff with special problems or situations involving staff, families, or children.
- Supports the professional growth of colleagues by sharing materials and information and providing helpful feedback and encouragement.
- Responsible for annual performance evaluation of assigned support staff.
- Supervises and guides student interns and work study students in classroom, including required evaluations.
- Maintains child-staff and group size ratios at all times.

Classroom environment

- Uses and promotes positive guidance techniques.
- Communicates with children on their developmental level.
- Establishes routines with smooth transition periods.
- Encourages children to be independent.
- Designs appropriate room arrangement to support goals of the program.
- Maintains a safe & healthy environment and notifies the administration of maintenance issues.
- Maintains classroom inventory and assists in the purchase of equipment and supplies in accordance with classroom budget.

Curriculum

- Provides a balance between child-initiated and teacher-initiated activities.
- Provides a developmentally appropriate and integrated curriculum that meets the needs of individual children.
- Plans and implements culturally diverse experiences that support families.
- Maintains and posts written curriculum plans.
- Eats all meals with children and assists in development of good nutrition habits and socialization skills.
- Assists children in establishing good habits of toileting and personal hygiene.

Assessment

- Assesses children's needs and developmental progress on an on-going basis.
- Involves classroom team in formal observations and assessments.
- Uses assessments to plan curriculum.
- Meets with individual parents as required on matters involving child or Center policies.

Qualifications

Minimum: Two years of teaching experience in child care and early education, or related educational programs.

A Bachelor's degree including 12 credits in early childhood education or a Bachelor's degree plus 12 credits in early childhood education; or an Associate's degree in early childhood education or directly related fields and four years of teaching experience in a child care center or related educational program for young children.

Preferred: A Master's Degree in Early Childhood Education or related field; plus two years teaching experience.

Strong computer skills. Ability to learn and use specialized software, websites, and databases. An ability to communicate professionally verbally, in writing, and through email.

Physical requirements: The essential physical requirements for this job include:

- Must be able to bend, stoop, reach, sit on the floor and rise from the floor without adult assistance.
- Must be able to lift up to 30 pounds.

Signature

Date