

## **LEAD TEACHER POSITION JOB DESCRIPTION**

### **Responsibilities:**

1. Associate degree in Child Care and Development, Bachelor's of Science Degree in Early Childhood Education or related field, a Child Development Associate Credential (CDA), or an 88 hour course as approved by the Department of Health and Family Services.
2. Must be capable of standing for extended periods of time and be capable of bending, stooping, crouching, stretching as well as able to lift 50 pound items as needed.
3. Maintain and update children's developmental/progress records at a minimum of once a month.
4. Maintain accurate and up to date attendance records and meal counts
5. Write and implement clearly written lesson plans according to criteria established by the Center, these must be turned in to the Director. Be responsible for posting week's lesson plans on parent board in the classroom by Monday of the week of the lesson by the beginning of your scheduled shift.
6. Offer a minimum of 1 parent/teacher conferences per year (November or April, both to include a child observation provided for the parent).
7. Be available for additional conferences at the request of parent or management.
8. Plan, schedule and implement a developmentally appropriate program for a group of young children.
9. Make daily observations of the health of each child in the group.
10. Aid children in eating, dressing, personal hygiene and other activities to foster appropriate habits such as friendships, values, and positive self control.
11. Work with other staff to develop individual potentials of children, modeling and expecting appropriate behavior, language and social skills.
12. See that classroom toys are washed on a regular basis but not less than 2 times per month.

13. Responsible for writing a paragraph about activities of his/her group for monthly newsletter. Newsletters are due in the office by the 25<sup>th</sup> of the month prior.
14. Meet expectations as explained and provided for you at time of Orientation. Uphold the philosophy and educational commitment of Early Learning Center.
15. Maintain an emergency clipboard to be used, in the case of your absence, containing the following:
  - a. Current class list with birthdates – updated once a month
  - b. Attendance sheets
  - c. Any special needs of children in the group.
  - d. Allergy list and/or food restrictions
  - e. Snack/meal count sheets
  - f. Daily schedules
  - g. Location of children's emergency cards
16. Maintain an organized classroom changing equipment and bulletin boards on a monthly basis.
17. Keep classroom clean and tidy. Avoid collection of papers, projects, activities, etc. from accumulating on shelves, cabinets, and countertops.
18. Stock classroom with necessary paper supplies (Kleenex, spoons, cups, napkins, paper towel, etc.) weekly or more often as needed.
19. Inform Director of all communicable diseases as soon as parent notifies the center. Post a sign on the Parent Board regarding the outbreak.
20. Keep children's cubbies in a clean and orderly manner; notify parents when a child is missing items that should be kept in their cubbie.
21. Clean out a child's cubbie when he/she terminates enrollment, remove name and any residue from cubbie. Return any files and/or forms on that child to the office to be filed.
22. Supervise and assist in the training of assistants giving clear cut and concise directions.
23. Show Center to perspective parents, giving accurate and up to date information which is highlighted in the office copy of the Parent's Handbook and any information that is pertinent to your classroom.
24. Responsible that each child in his/her group has a nametag for field trips.

25. Responsible for notifying Director in advance of any extra art/grocery materials necessary. Prior approval is necessary for extra purchases made.
26. Change a daily lesson plan if the need arises.
27. Have knowledge of and be responsible to inform all staff of any special dietary needs of any child enrolled in your group.
28. Change a child's cubbie and move all the child's things from the previous group when a child is moving to your group.
29. Assure all children have a cubbie that is properly labeled prior to their first day of attendance.
30. Responsible for assisting in assigned classroom and other areas of the Center throughout the day.
31. Attend scheduled staff meetings
32. Follow personnel policies.
33. Meet State requirements for continuing education.
34. Maintain prompt hours, be where you are supposed to be at all times (in designated classrooms with children when in ratio).
35. Notify director of illness at least 2 hours before scheduled shift.
36. Attend parent events/family programs as required by management.
37. Adhere to all licensing regulations.
38. Maintain confidentiality at all times concerning: children, their records, staff, parents, their families, the Center and any information relating to it.
39. Must provide positive guidance to children at all times.
40. Must be in good health, neat and clean appearance.
41. Become familiar with emergency procedures.
42. Perform all other duties and responsibilities as delegated by lead teacher and or management.