

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 two course as approved by the Department of Health and Family Services.
2. Must be capable of standing for extended periods of time as well as bending, stooping, crouching, and stretching. Lifting up to 50 pounds as needed.
3. Adhere to all licensing regulations.
4. Maintain and update children's developmental/progress records at a minimum of once a month.
5. Maintain accurate and up to date sign in/out records.
6. Create and implement clearly written developmentally appropriate lesson plans according to criteria established by the Center. Post weekly lesson plans on parent board every Monday by the beginning of your scheduled shift. A copy must be given to the Director at that time.
7. Offer a minimum of 1 parent teacher conference per year, held in November. Present families with completed developmental checklist at parent teacher conference and a completed developmental checklist the opposite 6 months to be sent home.
8. Be available for additional conferences at the request of family or management.
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 utilizing the Life Skills curriculum.
11. Must provide positive guidance to children at all times.
12. Work with other staff to develop individual potential for children. This includes modeling and expecting appropriate behavior, language and social skills as described in Life Skills curriculum.

13. See that classroom toys are washed and sanitized on a regular basis but not less than 1 time per month. Delegate as needed.
14. Meet expectations as explained and provided for you at time of Orientation. Uphold the philosophy and educational commitment of Early Learning Center. Included but not limited to:
 - Maintain accurate sign in/out sheets.
 - Daily schedules posted outside classroom.
 - Keep classroom emergency bag current and accessible.
 - Understand and follow allergy/dietary restriction list.
 - Maintain ratios and classroom supervision at all times.
 - Follow all personnel policies.
 - Meet licensing requirements for continuing education.
15. Keep classroom organized. Change a minimum of 1 bulletin board every other month, classroom birthday board 4 times a year. Rotate classroom equipment monthly to provide variety, more often as needed. Avoid collection of papers, projects, activities, etc. from accumulating on shelves, cabinets, and countertops.
16. Stock classroom with necessary paper supplies (Kleenex, spoons, cups, napkins, paper towel, etc.) weekly or more often as needed.
17. Inform Director of all communicable diseases as soon as families notify the center. Post a sign on Check in computer monitor regarding the outbreak.
18. Ensure all children have a cubbie that is properly labeled prior to their first day of attendance. Keep children's cubbies in a clean and orderly manner; notify families when a child is missing items that should be kept in their cubbie.
19. Change a child's cubbie and move all the child's things from the previous group when a child is moving classrooms.
20. Clean and sanitize 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.
21. Supervise and assist in the training of new staff. Provide precise directions and answer questions as needed.
22. Greet each tour as they enter your classroom. Be prepared to offer information about your classroom to prospective families and answer questions they have. If you are busy a quick Hi and nice to meet you works too.

23. Field trips responsibilities:

- Nametags on each child
- ELC T-shirts when applicable
- Emergency bag and sign in/out sheets in your possession
- Adequately supplied first aid kit
- Diapers and extra clothes as needed

24. Be responsible for notifying Director in advance of any extra art/grocery materials necessary. Prior approval is necessary for extra purchases.

25. Flexibility is required daily. You may be asked to lead a different classroom as staffing needs arise.

26. After-hours attendance: Attendance is required at all scheduled staff meetings. Attendance at family events as requested, approximately 2 times per year. These are paid events for staff.

27. Maintain prompt hours, be where you are supposed to be at all times (in designated classrooms with children when in ratio).

28. Notify director of illness at least 2 hours before scheduled shift.

29. Maintain confidentiality at all times concerning: children, their records, staff, parents, their families, the Center and any information relating to it.

30. Must be in good health, neat and clean appearance, abiding by ELC dress code.

31. Perform all other duties and responsibilities as delegated.