

LEAD TEACHER JOB DESCRIPTION (2's, 3's, 4's)

The person selected for a lead teacher position at this program will be responsible for all supervision and planning for the appropriate age group.

Qualifications - The person selected for this position must possess the educational requirements of a lead teacher as outlined by the program's licensing agency. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well with children and adults, and be willing to fulfill job responsibilities in accordance with the program philosophy. This person must be able to model a professional manner towards the children, families, and co-workers at all times and be able to communicate professionally and openly.

Responsibilities include but are not limited to the following:

- Assist the Early Childhood Director in long range planning with regard to age appropriate curriculum, the program's philosophy and goals.
- Complete monthly, weekly and daily curriculum plans in collaboration with team members. Use a collaborative approach to learning, rotating necessary jobs and duties.
- In conjunction with other teachers-plan, prepare and implement a curriculum that is appropriate for the age level, skill and social developments of the group of children served.
- Supervise and interact with the children in all areas of the program, both inside and outside of classroom. This may include sitting on the floor, swimming in pool, interacting on playgrounds.
- Maintain an environment that helps each child to have a positive experience throughout the school day.
- Treat all children with dignity and respect and allow for individual differences. Provide an atmosphere of acceptance and caring for each child and show as much individual attention as possible to each child. Comfort distress immediately and provide a curriculum that helps each child develop to the fullest in each area of development.
- Be familiar with, adhere to the programs policies, health and safety regulations and emergency procedures, and be ready to implement these if necessary.
- Assist the director to orient, train and supervise assistant teachers and floaters.
- Help assistant teachers to model a professional manner toward the program, the children, and the staff, and assist if needed with appropriate communication. Be an example of professional behavior and appropriate communication at all times.

- Be responsible for maintaining any observational records and portfolios for each child and all other routine forms.
- Be responsible for accomplishing all routine tasks with regard to the health and safety of the children and the maintenance of the program in accordance with licensing regulations.
- Attend all staff meetings and recommended training programs and conferences (may include online training). Provide the director with documentation in accordance with licensing requirements. Provide appropriate communications in staff meetings and assist in designing appropriate training opportunities for staff.
- Be an advocate for improvement of early childhood education and for improving our program and community center.
- Share housekeeping responsibilities and maintain clean, orderly, workable rooms.
- Supervise assistant teacher(s). Discuss children and classroom happenings with assistant teacher(s) daily.
- Plan bulletin boards with other teachers and assistant teachers on staff.
- Assist in determining classroom/school needs
- Be reliable and punctual.
- Greet parents and children each day.
- Maintain an open, friendly, professional relationship with all families and staff. Set up conferences as needed.