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## LEAD TEACHER JOB DESCRIPTION

*The Preschool Teacher provides a safe, stimulating learning environment for children ages one through five years of age; and maintains open lines of communication between the program director and families.*

**Reports to:** Administrative Director and Program Director

**Minimum education and experience:**

**Required:** at least 18 years old, high school diploma or GED, completion of all state-required early childhood training classes, CDA credential (within first year of employment), one year of experience in child care. Speaks Spanish

**Preferred:** Associates or Bachelor's degree in Early Childhood Education or a related field, two years experience in child care

**Salary level:** Dependent upon qualifications and experience

**Expected Results:**

- 1) Classroom Environment
  - a. Decorate classroom with items appropriate for the age and season
  - b. Materials allow for learning
  - c. Materials are easily accessible to the children
  - d. Materials are diverse in culture and gender
  - e. There are a variety of books
- 2) Lesson Preparation
  - a. Use required weekly lesson planning tools and prepare developmentally appropriate lessons in advance using the provided curriculum
  - b. Planned management of time, materials and activities centered on and responsive to individual children's needs
- 3) Instructional Activities & Assessment
  - a. Flexible to meet the needs of the children
  - b. Stimulate motor, language, self help and social emotional development
  - c. Offer learning opportunities geared to the interests and abilities of children
  - d. Allow children to have choices and problem solve through hands on play
  - e. Integrate children's creative and imaginative expression
  - f. Evaluate and assess individual child progress at least three times during the school year using provided curriculum tools
    - i. Modify curriculum and activities to meet the needs of children as identified by child evaluation and assessment
  - g. Maintain a portfolio of work for each child documenting growth

- h. Prepare and monitor student weekly reports
- i. Develop a cooperative working relationship with families by frequent communication either by phone, email, written note or personal conversation
- j. Invite each family in the class to two formal conferences per school year
- 4) Behavior Management
  - a. Redirect misbehavior and do not demean child, use alternate behavior modification tools as appropriate
  - b. Enhance and maintain child's self-esteem
- 5) Health and Safety
  - a. Monitor child areas for hazards or sanitation problems; correct problems immediately or remove children from hazard until it can be corrected
  - b. Provide consistent supervision for all children at all times, indoors or out
  - c. Provide experiences and training to help children develop and practice good health/safety habits
    - i. Follow daily hygiene procedures for staff and children
    - ii. Follow all center schedules
  - d. Maintain accurate and timely records of accidents, illnesses, medication, attendance, observations, assessments and family conferences

**Desired Competencies:**

- 1) Teamwork
  - a. Share best practices among teachers
  - b. Provide balanced feedback to the source with coaching
  - c. Accept balanced feedback and modify behavior with coaching
  - d. Adhere to work and break schedule; secure and communicate coverage when out of office
    - i. Prepare a folder of activities and information to be used by a substitute in case of absence
  - e. Attend scheduled staff meetings and trainings
  - f. Maintain common areas in a neat, orderly fashion
- 2) Training and Advancement
  - a. Proactively complete required yearly training and seeks opportunities to learn
- 3) Leadership
  - a. Positively supports change and raises issues through appropriate forums
- 4) Represents Children's Academy
  - a. Dresses appropriately and is well-groomed
  - b. Lives the values of good citizenship and demonstrates them with the children, parents and staff
  - c. Recruits new families
- 5) Identifies and Solves Problems
  - a. Identifies problems within role and begins to identify/propose potential solutions
  - b. Identifies opportunities to improve within role and begins to identify/propose potential solutions
- 6) Communication
  - a. Communicates clearly and professionally within team and with parents
  - b. Observes confidentiality relating to children, teachers and school

**Physical Requirements:**

1. Able to lift 30 pounds
2. Able to bend, stoop or kneel to achieve children's eye-level
3. Able to sit on the floor and/or child-sized chairs
4. Able to spend up to 1 hour at a time outdoors throughout the year
5. Able to write notes and communicate verbally using standard English

**Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_