



Position: Lead Teacher

Reports To:

Program Director

Position Purpose:

The Lead Teacher has responsibility for planning the daily program for children within an assigned age group. Plans and implements activities designed to promote the social, physical and intellectual growth of the children under her/his care. Responsible for the personal care, hygiene, learning and development activities, specialized programs and discipline of the children. Maintains classroom records, cleanliness and safety. Keeps parents informed of the progress of their child on a daily basis. May be assisted in the classroom by an Aide/Assistant Teacher.

Essential Functions:

- Plans the daily program for children within assigned age group that will encourage each child's growth in the areas of emotional, social, cognitive and physical development.
- Establishes and maintains a safe and healthy learning environment.
- Prevents injuries and handles emergencies, accidents, and injuries appropriately when they occur.
- Helps a class of children learn in a manner consistent with the philosophy and goals of I CAN.
- Treats each child with dignity and respect.
- Recognizes and considers the background, handicaps, special talents and interests, style and pace of learning of each child.
- Helps children learn to think creatively, to solve problems independently, and to respect themselves and others.
- Demonstrates responsibility for the arrangement, decor, and learning environment of the classroom, keeping in mind that work done by the children should take precedence over decorations made by adults.
- Keeps educational materials, equipment and the general room environment neat, safe and clean.
- Notifies Program Director immediately of needed repairs to room, building, playground equipment and toys.
- Plans and holds conferences with parents of children in the class. Provides daily written feedback to parents.
- Keeps records of each child's development.
- Promotes and maintains good rapport and working relationships with other staff members.
- Participates in all staff training sessions, meetings and programs as requested by the Director and as sponsored by the Center.
- Supervises staff assigned to assist with daily group activities to ensure the physical and emotional well being of each child in the group.
- Observes, records and reports any significant individual or group behavior that might affect the children.
- Maintains professional conduct in working with parents and staff, as well as visitors and the general public.
- Prepares and forwards forms as requested by the Program Director.
- Performs other duties of Center staff as required and qualified, including: cleaning, cooking, driving, or Center management in temporary absence of Director, as required.



Reporting Relationships:

- Reports to Program Director. May supervise Aides/Assistant Teachers.

Mental and Physical Requirements:

- Frequently moves or lifts average weight as in lifting, carrying, and holding children and infants. Because of the necessity to maintain staff/child ratio, it is essential that each teacher meet the full lifting requirements of up to 60 pounds.
- Occasionally lifts or moves average weight of up to 60 pounds in awkward or difficult positions (such as to prevent an accidental injury to a child).
- Rarely lifts weights heavier than 60 pounds, normally only in emergency situations. Some children, equipment or supplies may weigh more than 60 pounds.
- Physically and mentally reacts appropriately and immediately to unexpected circumstances.
- Able to stoop and bend to interact on child's level throughout the day.
- Able to interact and communicate with children on the playground/classroom, i.e. run, jump, dance, demonstrate physical exercises.
- Required to stand up to 95% of the workday.
- Uses proper lifting procedures and seeks appropriate assistance with heavy lifting when possible.

Qualifications:

- Meet state licensing requirements for education, experience and age.
- High School Diploma or equivalent required. Have an Endorsement or Degree in early childhood development or similar field preferred.
- Demonstrates an understanding of all current state and local regulations.
- Previous work experience in childcare environment preferred.