



## Cross Lutheran Early Childcare Center

### Lead Teacher Job Description

Job Title: Lead Teacher

Reports to: Center Director

Position: The Lead Teacher will work under the supervision of the Director. Services must be performed to meet the children's daily needs, ensuring the highest quality of care is being done at all times. The following will provide examples of the types of duties required to perform this job as Lead. The following list is not intended to be all-inclusive and the Director with the CLECC Board have the right to add, delete, amend and/or modify the duties of the job.

#### Primary Duties:

- Provide children and families with the highest of quality care.
- Provide accurate, timely, appropriate documentation of all services provided on the child's daily sheet, incident reports, medication reports or any other forms.
- Maintain child confidentiality of records, conferences and family matters.
- Report and document all incidents to the parent and Director.
- Follow all Center policies and procedures.
- Attend staff meetings and in-services as required.
- Use appropriate communication skills while with children, co-workers, parents, and/or Director.
- Log child's attendance daily.
- Be attentive to health, sanitation, nutrition, and safety at all times.
- Implement Christian curriculum and all lesson plans on a daily basis.
- Implement and prepare lesson plans on a daily/weekly basis. Must be singed off by the Director a week before.
- Ensure that cleaning requirements are met daily.
- Abide by the State of Michigan Licensing Rules for Child Care Centers and all policies of Cross Lutheran Early Childcare Center.

- Ensure that the caregivers working under you are following all the required duties on a daily basis. If a problem arises with them, it is your responsibility to communicate with the appropriate people to resolve the situation.
- Must be capable to attending to every child's need.
- Conduct oneself in a professional manner at all times.

#### Secondary Duties:

- Be Friendly and courteous to children, parents, co-workers, and Director.
- Be punctual.
- Obtain approval from the Director for personal leave days.
- Demonstrate leadership in training children to be respectful, responsible, kind and well-mannered.
- Value and support each child and co-worker without regard to race, religion, or national origin.
- Construct child focused materials for the classroom.
- Maintain an orderly, neat, and attractive classroom environment.
- Prepare children's breakfast, snack, and lunches per the child's schedule or the classroom schedule.

#### Qualifications

- At least one year experience of working with children in a childcare setting.
- Have a CDA, Associates Degree in Child Development or Bachelor's degree in Child Development.
- Clear fingerprint eligibility from the Michigan Child Care Background Check (CCBC).
- Be current on CPR, TB Test, Bloodborne Pathogen Training, and First Aid or willing to get within 30 days of start.
- Complete Center Orientation
- Complete 16 state training hours a year.