

LEAD TEACHER JOB DESCRIPTION

Responsible for consistently meeting Lead Teacher responsibilities. Ability to teach, monitor, and supervise the age group of children in their classroom and supervise the other staff in the classroom. Provide a developmentally appropriate curriculum with resources provided by Tots Unlimited. Must have ability to adapt to needs of the children and the community. Maintain and foster positive and constructive interaction with children and parents. Assist with Teacher training and development. Ensure and assist with maintaining a safe and clean environment. Assist with other duties as needed: may include food preparation, van chauffeuring, answering the phone, responding to parent questions, and opening and closing the Center. Participates in special events and training.

EDUCATION / WORK EXPERIENCE REQUIREMENTS:

The MINIMUM required to perform this position. A teacher-caregiver is **18 years of age** or older and provides the licensee with written documentation of **one** of the following:

- ★ Associate or bachelor Degree in Early Childhood Education with 6 months experience in a licensed facility
- ★ CDA with 6 months experience working in a licensed facility
- ★ One or more years experience with a licensed center, a high school diploma/ G.E.D. and 30 training hours in Early Childhood Education
- ★ Minimum 24 training hours annually

ABILITIES AND SKILLS:

Special abilities the position requires.

- ★ ★★ Consistently and regularly attend work as scheduled.
- ★ Work independently with minimal supervision
- ★ Flexible/adaptable to constant change
- ★ Strong tact and diplomacy; interacts with and works cooperatively with children, parents and Center Staff
- ★ Ability to plan work and implement developmentally appropriate curriculum
- ★ Ability to communicate effectively verbally and in writing

RESPONSIBILITIES

- ★ ★★ Consistently set and evaluate goals for classroom assistants.
- ★ ★★ Consistently set and evaluate on-going classroom goals.
- ★ ★★ Responsible for overall management of the classroom.
- ★ Maintain constant supervision of children in care; attend to children in distress. Supervise all activities to ensure proper participation and safety.
- ★ Use appropriate positive guidance techniques with children.
- ★ Ensure that the Tots Unlimited "**Commitment to Quality**" is maintained at all times.
- ★ Consistently strive to meet all Teacher responsibilities and foster the education of the children. Provide identifiable activity routines for the children and facilitate activity "transitions".
- ★ Interact with the children in a friendly and supportive manner using children's names with moderate tone of voice.
- ★ ★★ Write and implement lesson plans and a daily schedule based on a developmentally appropriate curriculum provided by Tots Unlimited.
- ★ ★★ Meet with Center Director once a week for a planning meeting with other Lead Teachers.
- ★ ★★ Maintain ongoing knowledge of curriculum programs; have skills required to teach any age group as required.
- ★ Follow policy and procedures for all of the children's activities and follow all regulatory agency standards.
- ★ Report to the Director any signs of illness, injury or abuse of children. Take appropriate action in any emergency situation.
- ★ Recognize and respect appropriate parent/child confidentiality.
- ★ Maintain sanitary standards for self and children.
- ★ ★★ Assist the Director/Assistant Director with Teacher training and development and program advancement.
- ★ Interact with parents in positive, friendly manner and assist them.
- ★ Maintain accurate attendance records of children.
- ★ Set an example for children by using appropriate language, hygiene, social skills, etc.
- ★ ★★ Provide parents with positive communication about their child's day and development.
- ★ ★★ Provide ongoing assessment for all areas of development for each child in the class.

TOTS UNLIMITED

Preschool & Child Care Center

- ★ ★★ Answer telephone; maintain files for parents and children; run errands; open and close Academy as needed; and other duties as assigned by the Director or their designate.
- ★ Assist with facility clean-up and maintenance as assigned, both interior and exterior.
- ★ Attend scheduled Staff meetings, workshops, open houses and parent events as requested.
- ★ Must obtain minimum number of training hours mandated by licensing requirements.