



Lead Teacher

Position Description

Reports to: The Center Director

This position is non-exempt

Requirements: This individual will shape the classroom environment within agency guidelines by leading, coordinating and making decisions to develop and maintain a quality early childhood program. This individual is considered to be part of the management team of the center. Must successfully complete a C.O.R.I. and D.C.F. check. The lead teacher must complete a satisfactory physical, as well as, first aid and CPR training. Evidence of 2 MMR's prior to hire and a physical within 1 year of employment.

Essential Functions:

- Effectively supervise children by sight and sound
- The ability to lift, bend, sit, stand, twist, walk, run and lift children up to 40 pounds (20 pounds if working in an infant classroom)
- Exhibit general good judgment and emotional maturity and stability
- Maintain clear, effective, positive communication with children, staff and families
- Demonstrate professional writing skills

Specific Responsibilities:

- Provide leadership to ensure programs and services are successfully delivered through teaching staff while building a team environment using participatory decision-making
- Possess a working knowledge of and adherence to NAEYC's regulations
- Possess a working knowledge of and adherence to the Guild of St. Agnes' policies
- Manage and supervise teaching staff in the daily operations of the classroom
- Know and maintain child/teacher ratios in compliance with the DEEC regulations
- Supervise and insure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group
- Plan and develop collaboratively, developmentally appropriate curriculum using agency guidelines
- Responsible for implementing the daily curriculum in the classroom
- Maintaining a creative environment for children's learning including displaying children's work
- Prepare progress reports and individual conferences with parents/guardians
- Report to the Center Director any special needs or problems of individual children and any cases of suspected child abuse or neglect
- Maintain training hours by participating in professional growth programs
- Enrolled and taking college courses as required by NAEYC and EEC requirements
- Attend and participate in staff meetings once a month
- Scheduled work hours for this position are subject to change
- Other duties as assigned

Qualifications:

- Individual must have an Associates degree, bachelor degree preferred
- Knowledge of children's physical, emotional, and developmental patterns and knowledge of learning theories and curriculum development
- Demonstrate leadership skills
- Ability to motivate and develop staff
- Ability to adapt and show flexibility as needed

I have read, understand and agree with this job description.

Signature

Date