

JOB TITLE: CLASSROOM LEAD TEACHER

REPORTS TO: DAYCARE DIRECTOR

DEPARTMENT: CCSD #1 EARLY LEARNING CENTER

I. NATURE AND SCOPE OF JOB:

We are searching for a classroom lead teacher who has a passion for guiding children's healthy development and a commitment to instilling values in young children. The lead teacher should possess high energy, patience, and the ability to manage the demands of multiple children and staff with varying personalities and needs.

To ensure success, the lead teacher should display a gentle, nurturing, and empathetic personality. They will also need patience to assist each child as they mature cognitively, emotionally, and physically. In addition, they should be able to assist in developing the children's social skills as they interact with others.

Teamwork is heavily relied upon and the lead teacher will need to work seamlessly with other staff members throughout the facility. The lead teacher should also possess a willingness to learn and the ability to accept guidance. Adaptability is also a necessary component in early childhood education.

II. EXPECTATIONS

- 1) Maintain a positive attitude that supports the vision and mission of the center
- 2) Punctuality and professionalism should be maintained at all times
- 3) Work collaboratively and support team members throughout the facility
- 4) Manage the classroom room schedule
- 5) Attend the center events as necessary
- 6) Communicate closely with the director on a daily basis
- 7) Adhere to District and the center policies, procedures, and codes of conduct

III. JOB FUNCTIONS

1) Essential Functions

- a. Provide supervision of children at all times throughout the facility
- b. Develop and implement daily and weekly lesson plan activities that meet the physical, emotional, intellectual and social needs of the children
- c. Provide various exploration and interactive experiences and activities for children
- d. Establish care-giving routines (feeding, diapering, napping, etc.)
- e. Document daily needs, observations, and developmental milestones
- f. Maintain effective communication with parents and other staff
- g. Always be alert and responsive to children
- h. Guide babies and toddlers through education/development programs
- i. Think on their feet and respond to each child's needs efficiently
- j. Display a patient and calm personality coupled with a loving approach to every child
- k. Contribute positively to the behavior and social interaction of the children
- l. Build secure relationships with children
- m. Report accidents, illnesses, and unusual behavior of children to the director and parents
- n. Assist in establishing routines

- o.** Maintain a clean and functional environment
- p.** Provide a safe and secure environment
- q.** Ability to work effectively with diverse staff, parents, and community members
- r.** Perform other duties as required
- s.** Work closely with the director to ensure guidelines are adhered to
- t.** Monitor and record the day's events for parent perusal
- u.** Ensure close communication with parents to inform about the child's holistic health and to share and celebrate milestones

2) Non-Essential Functions

- a.** Create bonds with colleagues to foster a healthy working environment
- b.** Aid with other age groups when necessary

IV. JOB QUALIFICATIONS

1) Knowledge, Skills, Personal Attributes, and Mental Ability

- a.** Patient, nurturing and thoughtful
- b.** Good communication skills
- c.** Highly organized with good stress and time management skills
- d.** Maintain discretion regarding children's records
- e.** A passion for working in early childhood
- f.** Use problem solving skills and think creatively
- g.** Integrity, positive attitude, mission-driven, and self-directed

2) Education, License, Certification, Formal Training

a. Required:

- 1. High school diploma
- 2. CPR / First Aid certified
- 3. Clear background check
- 4. Able to complete continuing education as necessary

b. Preferred/Recommended:

- 1. Previous experience in early childhood education (preferred)
- 2. CDA Credential or associate degree (recommended)

3) Physical Demands

- a.** Must be able to lift at least 40 lbs.
- b.** Able to squat, bend, sit on and get up from the floor
- c.** Sufficient energy level to maintain a high-energy, fast-paced workday

4) Environmental Demands

- a.** Be able to work in any area of the facility under all lighting and ventilation systems
- b.** Have the ability to supervise children in outdoor settings for extended periods of time
- c.** Be able to function in high volume and active environments

NONDISCRIMINATION STATEMENT:

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