

Position Profile

Lead Teacher

Point of Contact

If you are interested in applying for this position and meet the following requirements, please contact the hiring manager.

Karen Roam
Preschool Director
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Summary

The Lead Teacher plans and implements the daily curriculum for children in the classroom in conjunction with and under the supervision of the curriculum Director. They oversee and coordinate the children's personal care, hygiene, learning activities, specialized programs and positive guidance. They maintain classroom records and developmental checklist. They ensure that the classroom and other play areas are consistently clean and safe. They inform parents of their children's progress on a daily basis. They supervise and direct activities of the assistant teacher assigned to the classroom. They keep the Director and Curriculum Director informed on a timely basis of pertinent issues regarding staff, children, families, and the program.

This is a part-time, non-exempt, hourly position. As such, the employee is expected to manage his/her workload and time with their supervisor. The expectation is that most of the work will occur during regularly scheduled school days. Lead teachers are given monthly paid planning hours.

Working Relationships

The lead teacher is to work with and report to the Curriculum Director for curriculum and classroom issues.

The lead teacher reports to the Director or other management staff when necessary.

He/she also supervises the day-to-day work assignments of the assistant teacher in his/her classroom.

Key Responsibilities

Education and Curriculum

- Plans with the Curriculum Director and implements Christian curriculum activities and lesson plans that promote children's social, emotional, physical, spiritual and cognitive development. Implements program schedule for the classroom, outdoor time, meals, snacks, and special activities.
- It is the lead teacher's responsibility to plan the child produced craft based on the curriculum and then give the craft preparation instructions to the assistant teacher.

- Classroom activities and crafts need to be teacher directed and child directed. Artwork will be child appropriate and process focused, accomplished by the child.
- Uses positive guidance techniques consistent with state regulations, counsels children when social, academic or adjustment problems arise.
- Keeps accurate and current records of each child's developmental milestones, student accidents, anecdotal records, and attendance.
- Keeps communication logs of conversations with parents.
- Establishes developmentally appropriate room arrangement, décor, and learning environment in the classroom.
- Plans formal and informal parent conferences with team lead's guidance.
- Provides written communication to parents for all age groups, ensures that daily list of activities is posted for parents. Maintains classroom bulletin boards.
- Has strong working knowledge of Texas Minimum Standards as they pertain to center operations.

Interactions with Parents, Staff, and Director

- Supervise classroom's assistant teacher in all aspects of their position; mentor's assistant teacher to develop the required skills needed to ensure classroom curriculum is implemented and an appropriate classroom environment is maintained. Ensures the discipline and guidance policy is followed in the classroom.
- Lead teacher assigns to assistant teacher in writing daily responsibilities of classroom set up, clean up and team expectations.
- The lead teacher solely communicates issues and concerns regarding a child to a parent. Lead teachers comment on observable behavior only to a parent. Lead teacher proceeds to curriculum director, and then director if the situation escalates.
- Observes, records, and reports to curriculum director any significant behavior of children or staff that could adversely affect the quality of care provided.
- Actively participates in center events, staff training sessions, staff and team meetings, and programs.
- Immediately notifies director of needed repairs to the building, play area, equipment or toys throughout the facility. Ensures that children are not exposed to equipment or situations that could affect their health or safety.

Health and Safety

Implements appropriate emergency procedures in the event of fire, tornado, chemical leak, or other emergency situations.

- Administers CPR/First Aid or other appropriate emergency procedures in the event of serious student accidents or emergencies.
- Properly maintains educational materials and equipment; ensures that children are using equipment in an appropriate manner.
- Keeps classroom and other play areas safe, neat, and clean.

Experience/Education Desired

The lead teacher must meet or exceed state licensing requirements for age, education, and experience. Previous work experience with children is preferred. A Bachelor's or Associate's degree in Early Childhood Education, or CDA is preferred. Pre-K leads teachers must have proof of teacher certification if applicable; must have background check, FBI fingerprinting, current CPR/First aid certificate and TB test upon hire; and must maintain at least 24 hours of Early childhood paid training each year.

Work Environment and Physical Demands

The Lead Teacher must be able to actively interact and communicate with children, parents and co-workers. Must be able to repeatedly bend, stoop and run; must repeatedly lift and carry children up to 40 pounds.