



PreSchool Lead Teacher

Reports to: Program Director/ Business Director

Salary Range: To Be determined

Hours: 32-40 hours per week

Qualifications/Education:

- Preschool Child Development Associate (CDA)/ or, two-year or four-year degree in Early Childhood Education or related field.
- Must obtain CDA credential
- Must be enrolled in CDA Class
- Infant/toddler: 1 year experience (Required)
- Experience working with groups of preschool age children required
- Must have the ability to relate well to children and adults (parents as well as other staff members)
- Have the ability to supervise one or more assistant teachers (respectively).

Responsibilities include but are not limited to:

* Teaching a class of children in a manner consistent with the philosophy and the goals of the center

treating each child with dignity and respect.

* Planning activities, which will encourage each child's growth in the areas of emotional, social, cognitive, and physical development.

* Recognizing and considering the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents and interests, style and pace of learning.

* Helping children learn to think creatively, to solve problems independently, and to respect themselves and others.

* Being responsible for the arrangement, decor, and learning environment in the classroom, keeping in mind that work done by the children should take precedence over decorations made by adults.

* Responsible for upkeep of educational materials and equipment. (Remove equipment needing repairs.)

* Being responsible for reporting to the Director any equipment repairs or replacements needed,

* Maintenance needed in the room or elsewhere in the building or on the playground, and supplies that need to be reordered.

* Planning and carrying out conferences with the parents of the children in the class

* Keeping records on the children's development.

* Generally promoting a good rapport among staff members.

* Attending all staff meetings and programs sponsored by the center.

* Actively seeking to continuously update skills by attending outside workshops and conferences whenever possible, by becoming active in professional organizations, and by constantly seeking new ideas and materials for use in the classroom with the children or to share with other staff members.

* Maintaining the records that are required by center policy.



- * Maintaining strict confidentiality regarding children and their families.
- * Maintaining professional conduct and attitudes in working with parents and staff as well as visitors and the public.
- * Communicate often with the Director to ensure progress and development of children.
- * Turn in weekly lesson plans, anecdotal notes, screenings that are required for children.
- * Work on a written transition plan for children that are moving from one classroom to another.
- * Demonstrate ability to effectively manage the behavior of children in a positive tone
- * Demonstrate positive conflict resolution strategies with children.
- * Use planning time to complete required documentation for children.