



Lead GSRP Teacher- Job Description, Duties and Responsibilities.

Hours: 32-40 hours per week. Friday a half-day for GSRP.

Lead Teacher Qualifications:

Lead GSRP- Bachelor Degree with 2 year previous experience.

Lead for all other programs- Associate Degree or CDA with 1 year previous experience.

Responsibilities:

- Arrange the classroom in a way that meets safety standards, licensing regulations, the Highscope curriculum and DAP.
- Ensure that the classroom is equipped with quality, age-appropriate material that is free of dirt or defects, safe and meets the general standards of NAEYC.
- Treat each child as an individual and set goals to promote growth. Visit goals weekly to ensure learning activities are aligned with goal achievement.
- Maintain all required paperwork, children's records for assessment and computer input.
- Complete lesson plans weekly as required by the program.
- Scaffold children's learning with learning activities that meet them where they are and then support growth. Encourage self-help.
- Spearhead all Parent/Teacher Conferences and Home Visits as required. This includes all documentation and all reports.
- Achieve at a minimum 30 hours per calendar year (Jan-Dec) in training certification. Attend all Program required training.
- Demonstrate the ability to effectively manage the behavior of all students in a positive and respectful tone.
- Demonstrate the effective steps of Conflict Resolution (Highscope) using them to model appropriate resolution of conflicts.
- Set up and arrange all materials for different parts of the day.
- Clean the classroom each evening, sanitizing as necessary.
- Working for a half day on Friday to sanitize, clean, work on COR, conduct team meetings, parent meetings, complete lesson plans and catch up on any paperwork.
- Maintain confidentiality and conduct oneself professionally at all times.