



**Job Description: Lead Teacher**

Department:

Reports to: Director/Owner

**Job Summary:**

Plans lessons and instructs children in activities according to an approved curriculum designed to promote social, emotional, physical, and intellectual growth. Establishes and maintains a safe and healthy learning environment.

**Essential Functions / Job Responsibilities:**

- Prepares lesson plans and instructs children in age appropriate activities according to a curriculum that is consistent with the philosophy and goals of the Center and Company.
- Sets up and maintains the classroom to ensure a safe, fun and age appropriate learning environment.
- Takes appropriate steps to clean and sanitize classroom, materials, and restrooms.
- Ensures classroom is clean and ready for tours at all times. Makes the classroom available for tours for prospective families.
- Treats the children with dignity and respect, displaying friendly, enthusiastic and caring behavior, while guiding them in a positive manner and teaching them to respect themselves and others.
- Recognizes and considers the background, special talents and interests, style and pace of learning of each child and provides developmentally appropriate activities.
- Establishes and maintains a safe and healthy learning environment.
- Reports any injuries or accidents to Management immediately and completes necessary forms.
- Supervises the children as required by the Center and state regulations.
- Participates with children in activities in classroom and playgrounds appropriate.
- Plans and conducts parent conferences; provides daily written feedback to parents as appropriate.
- Partners with Center Director and/or Owner on any parent follow-up and communication.
- Maintains confidentiality of all information on children and their families.
- Reports suspected abuse or neglect as mandated by state regulations.
- Attends all staff meetings, training sessions, meetings and programs as requested by the Director and/or Owner.
- Commitment to complete annual state licensing training requirements
- Performs other duties as requested by the Director and/or Owner.

**Skills & Abilities:**

- Demonstrates integrity, honesty, and professionalism
- Knowledge and understanding of all current applicable child care regulations
- Excellent customer service skills
- Ability to problem solve, manage conflict
- Strong communication skills, both verbal and written
- Excellent time management skills
- Ability to work flexible schedule consistent with hours of operation, and ability to adapt hours to the needs of the business
- Proficient in basic computer skills, including Microsoft Office
- Ability to balance multiple priorities.

**Qualifications:**

- Must meet state licensing requirements for education and experience.
- Knowledge of Early childhood education curriculum

**Education required:**

- High School Diploma or Equivalent
- Must meet minimum State requirements

**Experience required:**

- 2 years teaching experience

**Abilities including physical requirements:****Check (x) all that apply to this job.**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Lifting up to 40 lbs  | <input checked="" type="checkbox"/> Use of Hands to Finger, handle or feel                  |
| <input checked="" type="checkbox"/> Carrying up to 40 lbs | <input checked="" type="checkbox"/> Physical Coordination                                   |
| <input checked="" type="checkbox"/> Stooping, Bending     | <input checked="" type="checkbox"/> Eye-Hand Coordination                                   |
| <input checked="" type="checkbox"/> Kneeling, Squatting   | <input checked="" type="checkbox"/> Close vision  |
| <input checked="" type="checkbox"/> Walking               | <input checked="" type="checkbox"/> Distance vision   |
| <input checked="" type="checkbox"/> Standing<br>color     | <input checked="" type="checkbox"/> Color vision (ability to identify/distinguish<br>color) |
| <input checked="" type="checkbox"/> Sitting               | <input checked="" type="checkbox"/> Depth perception (ability to judge distance)            |
| <input checked="" type="checkbox"/> Climbing, balancing   | <input checked="" type="checkbox"/> Hearing   |
| <input checked="" type="checkbox"/> Pushing/Pulling       | <input checked="" type="checkbox"/> Speaking  |
| <input checked="" type="checkbox"/> Overhead Reaching     | <input checked="" type="checkbox"/> Repetitive Motion                                       |

**Work Environment**

The work environment is primarily indoors with adequate lighting and temperatures with some exposure to outdoor weather conditions. The noise level is moderate.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_