



JOB DESCRIPTION - LEAD TEACHER

QUALIFICATIONS

Must be at least eighteen years of age, qualified as a teacher of young children, and meet the requirements of the licensing agency. Must be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Center's program and philosophy.

RESPONSIBILITIES

Responsibilities will include, but will not be limited to, the following

- Plan, supervise, and implement the program for the class in accordance with the policies and philosophy of the center.
- Gear the program to the needs of individual children with concerns for their interests, special needs, special talents, and individual style and pace of learning.
- Consider individual children in relationship to their cultural and socioeconomic background.
- Treat children with dignity and respect.
- Plan and implement appropriate early childhood education experiences with a variety of materials in various areas.
- Supervise/promote activities designed to enhance healthy emotional, social, intellectual, and physical development.
- Supervise upkeep of all educational equipment and materials in assigned area.
- Eat all meals with the children and encourage development of sound nutritional practices.
- Help children to become aware of their roles as integral members of a group.
- Maintain progress records of each child's growth and development, prepare periodic reports for review.
- Work with Parents/Guardians to promote understanding of their child's growth and development; encourage Parent/Guardian participation; attend Parent/Guardian group and Center functions; conduct conferences on request.
- Be responsible for the ordered arrangement, appearance, decor, and learning environment of the classroom.
- Assume an equal share of the joint house-keeping responsibilities for their classroom.
- Attend all employees meetings.
- Participate in recommended training programs, conferences, courses, maintaining current knowledge of early childhood.
- Effectively train, supervise, and utilize classroom assistants and primary floaters.
- Conduct Parent/ Guardian conferences on each child's school adjustment, classroom behavior, and developmental progress.
- Plan and implement methods of establishing a positive liaison with Parents/Guardians. Communicate frequently with Parents/Guardians informally, with periodic notes and verbal communication.
- Supervise all activities to ensure safety at all times.
- Help children establish good habits of personal hygiene; change diapers and assist with toilet training as needed.
- Maintain a professional attitude at all times.

Employee Signature _____ Date _____