



FRANDELJA ENRICHMENT CENTER

Lead Teacher Job Description

Position:	Lead Teacher
Immediate Supervisor:	Site Supervisor or Program Director
Salary:	Based on education and experience
Hours:	According to center needs
Available Benefits:	Medical, Dental, and Vision Insurance Vacation, Sick Leave, and Holiday pay (varies) Opportunities for personal and professional growth

GENERAL DUTIES:

The Lead Teacher is professionally prepared as a teacher of young children, especially in the field of Early Childhood Education or Development. All teachers are responsible for the general supervision, management and assurance of safety, security and well-being of each child in the program. The Lead Teacher may oversee the center in the absence of the Executive Director, Program Director or the Site Supervisor.

DUTIES AND RESPONSIBILITIES:

- Responsible for the health, welfare, supervision and safety of the children.
- Greet each child in a warm and friendly manner and provide quality customer service at all times (for children, families, center staff and the community).
- Interact with the children and encourage their involvement in activities.
- Encourage and model language expansion, extended learning and problem-solving strategies throughout the day.
- Plan and implement daily activities based on approved curriculum and center philosophy.
- Provide a warm, safe, and caring learning environment that is kept orderly, clean, appealing and in compliance with Environment Rating Scale or similar tool.
- Lead teaching team in maintaining ongoing developmental records for each child, including child observation notes and completion of developmental profile (DRDP+).
- Conduct and lead team in parent conferences – two/three times per year and as needed.
- Communicate with family about the child's daily activities.
- Encourage family involvement in center activities and educational opportunities.
- Lead the classroom teaching team in the supervision of children in the classroom, on the playground, and field trips.
- Follow universal health precautions at all times.
- Perform and/or oversee daily health checks upon arrival of every child.
- Observe children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem, or other special need and reports these signs immediately to the Program Director for needed follow-up.
- Implement behavior plan as needed or seek help for challenging behaviors from the Program Director and/or Mental Health consultant. Follow the plan and report on the effectiveness of the plan after sufficient time for implementation.
- Lead the classroom teaching team in maintaining the classroom and playground, providing a safe and healthy environment.
- Provide overall supervision of toileting and bathroom time.

- Oversee all mealtime/snack time activities and complete related record keeping.
- Ensure center personnel policies are followed.
- Keep scheduled hours and sign in/out every shift.
- Avoid showing favoritism or bias towards individual staff, parents, or children.
- Lead and conduct in-classroom team staff meetings.
- Participate in staff meetings, trainings, conferences, etc., as required.
- Utilize resource materials, articles, videos, etc.
- Participate in on-site and off-site professional growth activities.
- Work cooperatively with center administration for the success of the organization.
- Additional duties may be assigned as needed for smooth operation of the organization.

MINIMUM REQUIREMENTS:

- Must be 18 years or older.
- High school graduate or equivalent GED.
- Three years’ experience with infant/toddlers and/or preschool children preferred.
- Min. 24 units completed in Early Childhood, Child Development (3 units in Infant/Toddler for the infant program), a current California Department of Education Child Development Teacher Permit or an Associate, Baccalaureate, or advanced degree in Early Childhood Education or related field (and apply for a CDE Teacher Permit).
- Pass physical exam, TB test, Criminal Record Clearance and Fingerprints and all other state license requirements.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with children, parents, and staff.
- Maintain and support program policies and procedures.
- Expressed commitment to the program and its philosophies during the term of your employment.

PHYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Ability to sit/stand both indoors/outdoors for prolonged periods.
- Ability to see, hear and speak.
- Ability to participate in regular standing, walking, kneeling, bending, twisting, pushing, pulling, crouching, grasping, reaching above, and below the shoulder.
- Ability to lift/carry 25 lbs.
- Ability to multi-task in an energy demanding and often noisy environment.
- Ability to operate computer and complete other repetitive motion tasks.

CONFIRMATION:

My signature below indicates I received and intent to comply with this Job Description listed.

Signature: _____ Date: _____

***** FOR OFFICE USE ONLY *****

Accepted (Please place a copy of this document in employee’s file.)

Staff Initials: _____