

Name:

Job Title: Lead Teacher

Department: Early Childhood Education

Reports To: Education Manager

FLSA Status: Exempt

OVERALL PURPOSE

Creating and maintaining a developmentally appropriate, engaging, and individualized classroom environment that supports the social-emotional, cognitive, language, and motor skill development of the Pre-K student. This role encourages family involvement to enhance school readiness and overall student success.

ESSENTIAL FUNCTIONS

1. Curriculum Implementation

- Develop and submit weekly lesson plans *five calendar days* in advance, following the agency-approved curriculum
- Prepare and organize lesson plan materials before instruction
- Ensure the learning environment is developmentally appropriate, inclusive, fostering growth in social-emotional, cognitive, language and motor skills
- Clearly communicate classroom rules and consequences while utilizing positive guidance methods
- Conduct regular observations and assessments to track student progress
- Submit and follow approved daily schedule
- Apply strategies from the **Classroom Assessment Scoring System (CLASS)** to enhance teaching effectiveness
- Address individual student needs, including *IEP and Behavioral Plans*
- Finalize student outcomes *three times per year*
- Engage in mealtime with students to promote social development, healthy habits, and a structured learning environment

2. Family Engagement

- Use **Learning Genie** for parent communication
- Conduct *two home visits* and *two parent conferences* per academic year
- Collaborate with to support learning and meet *IEP requirements*
- Review newsletters to keep families informed

3. Safe & Clean Learning Environment

- Administer prescribed medications in coordination with *Health Manager*
- Maintain required student-teacher ratio
- Ensure safe and well-supervised classroom transitions
- Uphold student safety through sight, sound, and mobility monitoring
- Perform daily safety inspections and submit monthly checklists
- Follow established daily cleaning protocols to maintain hygienic environment
- Inspect and maintain a safe classroom setting that meets all regulatory requirements

4. Documents & Compliance

- Accurately complete and approve semi-monthly timecard
- Submit the monthly *Home Visit Tracking Form*
- Submit monthly mileage reimbursement requests
- Ensure timely completion of all HR employment documents
- Maintain accurate and up-to-date student records across all program components

5. Student Recruitment & Program Promotion

- Support ongoing marketing and outreach efforts to promote program enrollment

6. Assistant Teacher and School Readiness Aide Observation

- Ensure classroom protocols and best practices are understood and followed
- Identify training or coaching needs and report them to the *Education Manager*

7. Volunteers Observation

- Model developmentally appropriate teaching practices for classroom volunteers
- Provide clear guidance to ensure volunteers adhere to classroom expectations

8. Continuous Improvement & Adaptability

- Identify and implement process improvements to enhance classroom efficiency and student learning
- Foster a culture of high-quality education
- Adapt to changing program needs and contribute to strategic planning efforts
- Engage in professional development opportunities to stay current with best practices in early childhood education

ADDITIONAL DUTIES

1. Maintain confidentiality of children, families, and staff
2. Lift and carry up to 40lbs in emergency situations to ensure the safety and well-being of a child
3. Perform additional duties as assigned to support program operations

QUALIFICATIONS

EDUCATION

- Bachelor's degree in early childhood education

EXPERIENCE and CERTIFICATIONS

- PA Teaching Certification
- CPR & First Aide Basic Certification

ADDITIONAL JOB REQUIREMENTS

- Proficiency with computers and standard office software
- Effective decision-making and problem-solving abilities
- Ability to foster a positive, collaborative and team-oriented work environment
- Proactively identify and resolve operational challenges
- Stay current with technological advancements and integrate tools to enhance efficiency
- Communicate effectively with students, families, and colleagues



To excel in this role, one must proficiently execute each vital task. The specified criteria outline the necessary knowledge, skill, and/or ability. Reasonable adjustments may be implemented to facilitate individuals with disabilities in carrying out these crucial functions.

I have carefully reviewed the provided job description and comprehensively grasp the outlined requirements. I am capable of fulfilling the essential functions of the role, whether with or without accommodations. I commit to executing all duties and responsibilities to the best of my capabilities.

Employee Acknowledgement

Supervisor Acknowledgement