

NAME:
JOB TITLE: Lead Teacher
DEPARTMENT: Early Childhood Education

FLSA STATUS: Exempt
PAGE: 1

OVERALL PURPOSE:

This role is responsible for creating and maintaining a developmentally appropriate, stimulating, individualized, safe, and healthy classroom environment for the preschool student, while also encouraging family involvement to further enhance school readiness skills.

ESSENTIAL FUNCTIONS:

1. Curriculum Implementation

- Develop and submit weekly lesson plans two weeks in advance based on the agency curriculum
- Ensure the classroom environment is developmentally appropriate, inclusive, and considers students' social-emotional, cognitive, language, and motor skills.
- Communicate rules and consequences clearly
- Employ positive guidance methods
- Implement the provided curricula effectively
- Conduct daily observations and assessments
- Adhere to and submit a daily schedule
- Utilize and implement strategies from the Classroom Assessment Scoring System (CLASS)
- Meet the individual needs of each student, including IEP and behavioral requirements
- Finalize student outcomes three times per year

2. Parent Involvement

- Use Learning Genie for parent communication.
- Conduct two home visits and two parent conferences per year
- Meet with parents in accordance with IEP requirements.
- Review newsletters before submission to the supervisor

3. Safe and Clean Learning Environment.

- Maintain required student-teacher ratio
- Ensure safe and well-monitored classroom transitions
- Conduct daily safety inspections and submit monthly checklists to the Health Manager
- Follow daily cleaning protocols to maintain a healthy learning environment
- Inspect the environment daily to meet safety requirements

4. Documents and Records

- Complete and approve timecards semi-monthly
- Submit Home Visit Tracking Forms monthly
- Submit mileage reimbursement monthly if incurred
- Complete HR documentation and forms as required
- Maintain student forms for all program components

5. Recruitment

- Participate in at least two recruitment activities per school year
- Assist with ongoing marketing efforts

6. Volunteers

- Model developmentally appropriate practices for classroom volunteers
- Help volunteers understand and engage with classroom expectations

7. Monitor Assistant Teacher, and School Readiness Aide.

- Ensure classroom protocol is understood and followed
- Inform Education Manager of need for coaching or training

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PAGE: 2

8. Adaptability and Continuous Improvement

- Identify opportunities for process improvements and implement best practices
- Adapt to organizational needs and contribute to strategic planning
- Pursue professional development opportunities
- Maintain or update relevant certifications

OTHER DUTIES OF JOB:

1. Lift up to 40 pounds
2. Ensure children's safety through sight, sound, and mobility
3. Pass initial and periodic physical exam
4. Eat meals with children as part of the learning environment
5. Perform additional related duties as required
6. Maintain confidentiality of children, families, and staff
7. Adhere to established agency policies, safety standards, and applicable regulations

SUPERVISION RECEIVED:

Supervision is received from the Education Managers

QUALIFICATIONS

EDUCATION

- Bachelor's Degree ~ Early Childhood Education

EXPERIENCE AND/OR TRAINING

- Two years preferred

LICENSES OR CERTIFICATIONS

- PA Teaching Certification
- CPR and First Aid Certification

ADDITIONAL JOB REQUIREMENTS

- Foster a positive, cohesive, and collaborative work culture
- Address and resolve day-to-day operational challenges promptly and efficiently
- Make informed decisions that align with organizational goals and values
- Communicate effectively with co-workers or customers
- Adapt to changes in work environment
- Utilize creativity and organizational skills
- Stay abreast of technological advancements and integrate relevant tools to enhance office efficiency

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 Acknowledgment

Supervisor Acknowledgment