

**Position Summary:**

The Lead Teacher position is responsible for assisting and guiding teachers to develop and implement curriculum and an environment that is developmentally and culturally appropriate. S/He is responsible for daily communication with parents and the Program Director. The Lead Teacher position acts as a leader in mentoring teachers, associate teachers, substitute teachers, and interns.

**Essential Duties and Responsibilities:**

- Read and understand program philosophy, personnel policies, position description, non-discrimination policy, and other related materials covering the teacher position.
- Leads the planning of curriculum that includes staff and parents in decision making which evolves and grows over time, according to the needs and interests of the children, following the project based learning model.
- Promote the understanding of the emergence of identity, self-esteem and emotional literacy.
- Establishes a primary relationship with a group of children and their families; guides staff in development of primary relationships with children in their groups.
- Guides staff in conflict management and problem solving strategies with children, using the CSEFEL model.
- Work cooperatively with other staff members, accepts supervision, and helps promote positive and harmonious communication in all aspects of center operation.
- Maintains child portfolios for primary care group.
- Maintains current inventory of classroom supplies/equipment, following agency procedures for replacement as needed.
- Provides feedback to Program Manager/Director regarding staff's interactions in the classroom, if any concerns are arising.
- Maintains confidentiality regarding all personal information regarding families, children and staff.
- Develops, prepares and implements a written curriculum plan, environment, activities, routines and schedule that is developmentally, culturally and linguistically appropriate, in coordination with staff team.
- Oversees and is responsible for the observation, recording and assessment of children in primary care group that results in an environment supportive of the changing needs of children.
- Provides oral and written language experience (including home language when possible) appropriate to each child's level of interest and developmental capacity.
- Monitors to assure that outdoor play areas are secure and that children cannot leave nor gain access to unsafe or unsupervised areas.
- Maintains accepted standards of order, cleanliness and sanitation of program facilities.
- Solicits and responds to the families' requests and suggestions and communicates them to appropriate staff.
- Responsible for conducting parent-teacher conferences for all primary care children as well as assisting in other teacher's primary care children.
- Participates in on-site and off-site learning opportunities in accordance with professional development goals.

- Works with Director to facilitate on-site opportunities, helps create a professional development plan for classroom teachers.
- Utilizes resource materials such as books, articles, videos to enhance opportunities for individual professional growth.
- Seeks information relevant to the needs of the children s/he is serving -- for example, information on school readiness, bilingual development and special needs.
- Plans activities that integrate social, emotional, physical, cognitive, language and aesthetic development.
- Responds to behavioral signals from children that indicate a need for a change in teaching style to meet the child's emotional or intellectual development needs.
- Acknowledges and celebrates the variety and differences between families, and creates a classroom environment that reflects the diversity within the community.
- Implement program of food service according to center policies and established food handling.
- Follows center policies and procedures for health and safety, indoors and outdoors.
- Administers medication in compliance with agency policies and guidelines.
- Reports to the supervisor replacement/repair needs for indoor and outdoor supplies and equipment to ensure that the physical plant is in good repair.
- Actively involves parents in classroom and center activities.
- Actively collaborates with parents in an ongoing and positive manner to support each child's development.
- Supports and facilitates the inclusion of all children in the center, when possible.
- Promotes and enhances the child's and families participation in all program events.
- Other duties as assigned.

### **Education and Experience:**

- Site Supervisor or Master Teacher permit and 18 semester units at an accredited college in specified early childhood education classes. Three of the required units shall be in administration or staff relations and 12 units shall include courses that cover the area of child growth and development; child, family and community; and program/ curriculum and at least 2 years of teaching experience in a licensed center or comparable group child care.
- Complete 15 hours of health and safety training, if necessary, pursuant to Health and Safety Code Section 1596.866.
- Understands rationale and procedure for child abuse reporting as mandated by state law and the responsibility for action as a mandated reporter.
- Experience in play based/project based preschool strongly preferred.
- Must be certified in pediatric CPR and first aid.

### **Knowledge:**

- Bilingual in Spanish, Mandarin, Cantonese, or Arabic preferred.
- Knowledgeable of social issues, such as poverty, violence, racism, and trauma that impact children and families.
- Knowledgeable about typical child development and is able to recognize deviation from the "typical".

- Understands and uses universal health precautions.
- Understands emotional and social development including the emergence of identity and self-esteem.

**Skills and Abilities:**

- Must demonstrate an understanding of child development theory and practice.
- Ability to provide for the care and safety of children without physical or verbal abuse, exploitation or prejudice.
- Ability to communicate positively and actively develop ongoing interaction with parents in order to discuss daily activities and address behavioral and developmental concerns with parents.
- Present a positive view of the center/organization to the community.
- Achievement oriented
- Organizational Awareness

**Physical Requirements:**

- Must be able to lift 50 lbs
- Be on your feet, stoop, squat, bend and move quickly from the floor to standing as well as sit in child size chairs for at least 40 hours per week.
- A health screening, including a negative tuberculosis test is required.

**Work Environment:**

- Exposure to children ages 3 years to 5.11 years.
- Exposure to outside weather conditions.
- Noise level in work environment is usually moderate.
- Occasionally exposed to perfume or scents and cleaning products.