



## JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Lead Teacher	Education	Center Coordinator
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

### POSITION SUMMARY

The Lead Teacher provides a safe environment and instruction for children designed to promote social, physical, and intellectual growth. This role also develops individual goals for children, providing on-going assessment on progress and facilitates kindergarten transition. The Lead Teacher provides day-to-day supervision of classroom staff and volunteers. The Lead Teacher develops a partnership with parents and encourage their involvement in all aspects of the program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Develops and utilizes integrated curriculum plans, which include mandated elements and components, parental, and cultural influences
- Encourages experimentation, exploration, problem solving, cooperation, socialization, and choice making; asks open-ended questions and listens respectfully to children
- Provides classroom management and facilitates the social and emotional development of children by using the program policies, procedures, and Conscious Discipline in prevention and intervention of challenging behaviors
- Using data from the on-line ongoing assessment system, develops and implements an individual education plan for each child that is specific to his/her interests, strengths, and areas for growth and development
- Assesses the ongoing development and progress of children through a variety of observation methods, such as but not limited to, written anecdotal, video, photo, parent observations, etc
- Engages in coaching and reflective practices that lead to increased school readiness for children and families and improved pedagogy
- Documents and submits data and follow up for children and families per prescribed timelines
- Provides home visits and parent teacher conferences with families that are family centered
- Promotes and supports parent involvement and activities in all aspects of the program, including evening parent services, and assists with the implementation of parent involvement plans
- Conducts individual screenings on children; monitors all necessary screening results and follow-up services through communication with appropriate co-workers
- Trains Associate Teacher and Teacher Assistant through weekly planning and conferencing, providing resources, daily classroom observations, and specific feedback, informally and formally
- Perform other duties as assigned

**MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor’s degree preferred in Early childhood education or a field related to early childhood education; OR An associate degree with additional training or additional certification in early childhood education or a field related to early childhood education, as determined by the Division; OR Child Development Associate (CDA) Preschool Credential
- Three years of related experience or relevant coursework
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- Demonstrated commitment to promoting diversity, equity, and inclusion
- Current driver’s license, insurance, and access to reliable automobile during work hours

**PHYSICAL DEMANS AND WORK EVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Mid-Columbia Children’s Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable.*

**Reviewed with Employee By:**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received By:**

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_