



## JOB DESCRIPTION

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

### POSITION SUMMARY

The Lead Teacher/Center Coordinator provides a safe environment and instruction for designed to promote social, physical, and intellectual growth. This role promotes the language and literacy, social, emotional, physical, and cognitive development of Mid-Columbia Children's Council's children while ensuring the center is meeting Performance Standards. Engages parents in all aspects of the program. In addition, develops individual goals for children, provides on-going assessment and facilitates transition into kindergarten or the child's next placement. The Lead Teacher/Center Coordinator provides day-to-day supervision of classroom staff, center staff, and volunteers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Supervise center staff, volunteers, and facilities condition.
- Complete appropriate record-keeping
- Monitor and supervise children at all times to ensure safety and appropriateness of activities
- Plan, teach, and implement learning activities that support children's individual goals for group social/classroom and home visit settings
- Develops and utilizes integrated curriculum plans, which include mandated elements and components, parental, and cultural influences
- 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
- Ensure screenings such as the Ages & Stages Questionnaire, DECA (social/emotional screening), and mental health screenings are conducted according to required timeframes
- Collaborate with appropriate team and community members on a regular basis to assess and aid children in meeting goals, providing services and responding appropriately to any crisis or emergency situations
- Order and maintain center equipment and materials. Ensure inventory of center supplies is conducted and submitted to the Central Office accounting department before end of the school year.
- Maintain record keeping and reporting systems, ensuring accurate information and data collection, including PIR data.
- Plan, implement and attend parent meetings at least four times per school year.
- Ensure center and employees meet childcare licensing requirements.
- Adhere to any licensure requirements.

- Coordinate student recruiting efforts; ensure full enrollment; maintain participant waiting lists
- 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
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- Two years’ experience working directly with young infants, toddlers and/or children preferred.
- Two years’ supervisory experience.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Demonstrated commitment to promoting diversity, equity, and inclusion
- Current Driver’s license, insurance, and access to a reliable automobile during work hours.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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. Mid-Columbia Children’s Council is an equal opportunity Provider*

**Reviewed with Employee By:**

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

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

**Received By:**

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

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