



## Preschool Lead Teacher

**POSITION CLASSIFICATION:** Part time, hourly (up to 29 hours per week).

**POSITION SUMMARY:**

Follow, implement daily curriculum and evaluate the physical and developmental needs of the children in the classroom. This person must be able to relate well to both children and adults in a patient, calm manner to effectively supervise staff assisting in the classroom and be sensitive to the needs of individual children.

**CORE RESPONSIBILITIES (with % emphasis for each):**

Classroom Operation (85%)

- Follow curriculum and implement daily program with appropriate developmental experiences for the age group of the children assigned.
- Maintain a safe physical environment conducive to child growth and development by ensuring appropriate response to children's emotional, social and physical needs.
- Help children learn to adapt, cope and accumulate confidence in their abilities.
- Provide love, care and protection for each child.
- Consider and provide for the needs of each child in relationship to their individual learning style and pace of learning.
- Ensure that equipment and materials are accessible, appropriate and in good condition.
- Maintain a professional image that promotes the values of the organization at all times.

Child Assessment and Parent Engagement (10%)

- Make daily observations of the health of children, reporting conditions that require attention; administer first aid when necessary.
- Develop and maintain positive relationships with parents.
- Hold regular parent-teacher conferences to engage and involve parents with our program and the development of their child.

Leadership (5%)

- Develop and maintain positive relationships with co-workers.
- Participate in staff meetings and in-service trainings.
- Maintain professional development requirements annually.

- Supervise and encourage the development of assistant teachers and volunteers in the classroom.
- In collaboration with the Program Director, offer guidance to assistants in maintaining their professional development requirements.
- Cooperate with Program Director in evaluation of assistants.
- Maintain and ensure compliance with all regulatory guidelines for all teachers in assigned classroom.
- Other duties as assigned.

#### **CORE COMPETENCIES**

- **Strategic Agility**—Is future oriented and can articulately paint credible pictures and visions of possibilities.
- **Creativity**—Analyzes problems/needs and creates breakthrough solutions.
- **Priority Setting**—Creates focus and can quickly sense what will help or hinder accomplishing a goal.
- **Integrity and Trust**—Keeps confidences and can present the unvarnished truth in an appropriate and helpful manner.

**REPORTS TO:** Program Director

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Signed

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Date