



## POSITION DESCRIPTION

<b><u>Job Title:</u></b>	<b>Lead Teacher</b>
<b><u>Job Status:</u></b>	<b>Full-Time, Benefits-Eligible</b>
<b><u>FLSA Classification:</u></b>	<b>Exempt</b>
<b><u>Reports To:</u></b>	<b>Associate Director</b>
<b><u>Date:</u></b>	<b>May 19, 2016</b>

### Position Summary

The Lead Teacher creates, maintains, and manages an attractive, warm, and challenging learning environment for young children, incorporating developmentally appropriate learning activities that meet the needs of the group as well as those of individual children. The Lead Teacher will collaborate with all staff to facilitate the utilization of needed services to the children and their parents. The Lead Teacher is responsible for keeping accurate reports and forms on each child and ensuring that all of the necessary forms are completed and properly maintained.

### Primary Responsibilities

#### *Early Education Services*

- Conducts developmental screenings and makes referrals when needed
- Continuously assesses child progress using Teaching Strategies Gold (the online assessment tool)
- Enters child observations into the Teaching Strategies Gold database system on a weekly basis
- Participates in data meetings to aggregate and analyze child outcome data
- Seeks parent involvement in planning culturally and linguistically responsive activities
- Plans and implements developmentally appropriate activities designed to promote school readiness and support learning through daily routine
- Supplies and/or suggests materials to enhance the learning activities
- Participates in the Individualized Education Plan or Individualized Family Services Plan (IEP or IFSP) process for serving children with special needs and implementation of appropriate plan.

#### *Building Effective Relationships With Families*

- Engages families as full partners in their own and their child's development and learning by helping families develop and reach realistic and achievable long- and short-term goals, engaging them in assessing their needs and strengths, and supporting them in taking actions to reach their goals
- Develops and maintains meaningful, productive relationships with families
- Schedules home visits with families twice a year
- Promotes parents' overall involvement and participation in program governance
- Promotes family involvement in agency-wide activities (e.g., health fairs, festivals, other activities)
- Plans and offers productive learning experiences for families based on classroom curricula and family interests
- Encourages and welcomes family engagement in the daily program
- Communicates with parents through parent conferences, written correspondence, and telephone and home visits to apprise them of their child's progress, upcoming events, classroom activities, individual education plan changes, and other relevant information.

#### *Supporting Comprehensive Services*

- Works in collaboration with other program staff and consultants to monitor, track, and coordinate services for children and parents
- Coordinates with Disabilities Coordinator and Family Services staff to refer children and families to appropriate services when needed
- Works collaboratively with other agencies to help meet the needs of families in the program.

*Administrative*

- Maintains records on each child according to program guidelines
- Performs other duties requested by the Supervisor.

**Required Qualifications**

- **Preschool Lead Teacher:** An Associate's degree in Early Childhood Education or related field
- **Infant/Toddler Lead Teacher:** A Child Development Associate (CDA) with an Infant/Toddler endorsement
- All candidates must have a minimum of two (2) years of experience working in an accredited Early Childhood Program
- Strong written, verbal, communication, and organizational skills
- Ability to coach and mentor adult learners
- Ability to establish supportive relationships with staff and families from diverse backgrounds
- Ability to utilize basic office equipment and learn how to enter data into the COPA system
- Ability to work within a team environment as a cooperative and supportive team member
- Ability to sit on floor and lift children up to 40 lbs.

**Preferred Qualifications**

- **Preschool Lead Teacher:** A Bachelor's Degree in Early Childhood Education
- **Infant/Toddler Lead Teacher:** An Associate's Degree in Early Childhood Education
- Knowledge of curriculum planning and development techniques and skills (Creative Curriculum especially desirable)
- Knowledge of high-quality early childhood health and safety standards, curriculum planning and development.

This job description does not constitute a contract. TCC reserves the right to add to or change the duties of this position.

EOE.