



Lead Teacher Job Description

LEAD TEACHERS

The Lead Teachers will plan and implement the curriculum and assess the needs of the children in their care throughout the day. He/She will show competence in caring for and educating children and will have the ability to communicate effectively with parents and coworkers. The Lead Teacher will plan developmentally appropriate activities for the children and directly teach or actively enable learning in the classroom, by engaging the children at their level. Lead Teachers will be responsible for making sure that all records are kept and maintained, by all staff in the room, in compliance with the Department of Human Services, as well as delegating tasks to responsibilities assistants. The lead teacher will demonstrate leadership qualities, and will create a team-like working environment, leading by example. All leads need to be open to ongoing training by the administration staff. This is a 40 hour per week position. Some evenings and/or weekends may be required for training purposes.

RESPONSIBILITIES OF A LEAD TEACHER IN ALL CLASSES INCLUDE:

PROFESSIONALISM/LEADERSHIP

- Following the dress code
- Conducting one's self in a professional manner
- Maintaining a neat, orderly and attractive classroom, including ensuring the classroom is cleaned on a daily basis
- Following policies and expectations regarding the Teacher/Child Experience and the Teacher/Parent Experience as outlined in the Employee Handbook.
- Working cooperatively with assistant teachers in developing and implementing an educational program
- Attending all staff meetings and in-service workshops
- Turn in monthly requirements
- Meeting on occasion with the Site Supervisor, Curriculum Coordinator or Director to review objectives, plans and evaluations
- Be familiar with all policies and procedures of Hand In Hand

CARE OF CHILDREN

- Be attentive to health, sanitation, nutrition and safety at all times
- Be aware of child allergies and making accommodations for these children as needed.
- Not letting a child cry without being nurtured.
- Following strategies used through Conscious Discipline Training.
- Maintaining cleanliness standards for the room by directly performing tasks, delegating tasks to assistants, and encouraging the children to help when age appropriate.
- Preparing children to leave our center with clean hands, faces, and a fresh diaper.
- Keeping children clean by not allowing them to walk/crawl around with soiled faces, hands, or clothing.
- Throughout the day, making continuous eye contact and speaking (real talk) directly to the child about what you are doing. Do not spend time in personal adult conversations

- Implementing “Family Style Meals.” (See employee handbook.) Sit with the children at meal and snack times. Teach the children to eat at the table, to use “big kid” plates and silverware, and to keep their cups above their plates. Encourage conversation during meal times by asking simple questions.
- Recording information pertinent to a child’s development or any injuries, unusual occurrences or behavioral changes in the child’s log in the Tadpoles System.

TEACHING/LESSONS

- Following lesson plans
- Turning in your weekly lesson plan to the Supervisor. Making sure that this lesson plan is posted on Monday morning and that the materials needed are in an easily accessible location in case of an absence
- Turning in your monthly requirements to your Supervisor with pictures of proof.
- Have a backup lesson plan in place in case of illness or unexpected absence
- Establishing learning objectives that are consistent with the center’s curriculum including play, learning, the arts and nurturing as primary components in a curriculum.
- Preparing projects and activities that reinforce themes and extend learning
- Modeling respect and confidence for the children to follow. Talk to the child not at the child, get down on their level and teach them compassion, and coping skills.
- Planning two annual conferences with a parent and preparing an assessment on each child from Handwriting Without Tears (3’s & 4’s)
- Being responsible to adequately utilize teacher’s assistants, assigning or delegating responsibilities, and tasks, making sure everyone’s time is spent as wisely as possible and the children’s care is never compromised

INFANT LEAD TEACHERS, Additional Responsibilities include:

- Having an infant circle time every day. Gather all of your children in a small semi (non-movers on pillows, movers on laps) Read a story and sing a song, or do a finger play. This should take approximately 5 minutes and the children will get used to this activity and be ready for the toddler rooms when it’s time to transition.
- Using Baby sign language in your classroom. This NEEDS to be done daily with every communication simple signs such as: Please, thank you, more, all done, diaper, and eat.
- Communicating during changing and highchair/bottle time.
- Make eye contact, smile, mimic and talk to them.
- All information shall be entered promptly into the Tadpoles program
- Our babies should get as much tummy/floor time as possible. If there are “aggressive” movers, then stay on the floor and keep the non-movers’ safe.
- Respecting each and every parent wish, unless it is against licensing or Hand In Hand Policies.

TODDLER LEAD TEACHERS, Additional Responsibilities include:

- Using Baby sign language in your classroom. This NEEDS to be done daily with every communication simple signs such as: Please, thank you, more, all done, diaper, and eat. If you need resources check out babysignlanguage.com. The development of speech will greatly reduce the need to bite and give each infant the essential skills needed to transition.
- Having a circle time with the toddlers every day; Gather all of your children in a small semi-circle. Read a story and sing a song, or do a finger play, and count fun things. This should take approximately 5-10 minutes and the children will get used to this activity and be ready for the older rooms when it’s time to transition.
- Following a soft schedule/routine throughout the day so the young toddlers will be prepared for the older classes.

PRESCHOOL LEAD TEACHERS, Additional Responsibilities include:

- Following a more rigid schedule/routine throughout the day to maintain structure for the children.
- Having circle time with the preschoolers every day, gather all of your children and read a story and sing a song, or do a finger play, and count fun things. You should be including name recognition, weather, numbers, counting, letters, letter sounds, shapes, colors, and songs pertaining to weekly themes.
- Making sure that Handwriting Without Tears, Everyday Math, and/or Jolly Phonics is being followed in small groups
- Assist children to become independent in areas such as dressing and eating

SCHOOL AGE LEAD TEACHERS, Additional Responsibilities include:

- Ensuring children arrive safely and are all accounted for
- Attendance should be taken when children arrive
- School Age appropriate games and activities should be completed daily.

QUALIFICATIONS: A lead teacher must meet or be willing to meet:

- Be prepared to provide records of any of the following upon request.
- A high school diploma
- An Associate's Degree or CDA in ECE is preferred.
- Experience working in a child care setting. At least 1 year preferred.
- Child, infant & adult CPR training, First Aid, Mandatory Child Abuse Reporting, Universal Precautions training, and Essential Training is required by Iowa licensing laws within 6 months of hire. Current certification cards must be submitted at the time of hire or enrollment in a class must be arranged. All trainings and certifications must be kept up to date.
- Has never been convicted of child abuse or neglect, or any felony.
- Physical Examination complete on form provided
- Background check must not have any violations
- Must be able to be active in the classroom including sitting, bending, and lifting