



Lead Teacher

Purpose: To provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence encouraged and individuality respected.



Key Responsibilities:

Responsibilities will include but not be limited to the following:

- To offer a program that meets the emotional, physical, intellectual, and social needs of both the individual and group.
- Planning, supervising, and implementing the program for the class in accordance with the school policies philosophies.
- To create weekly lesson plans based on a curriculum outline and supply them to the director.
- To provide aides with the opportunity to have input into the program.
- To attend all staff meetings, in-services, and events.
- To take attendance regularly and accurately.
- To prepare a warm and safe environment that is orderly, clean and appealing and permits the child to grow and explore.
- To interact with the children and encourage their involvement in activities.
- To establish and maintain good communications with parents on a daily informal basis.
- To observe, record and report significant individual and group behavior.
- To use appropriate and positive discipline so that discipline is consistent.
- To help the children control behavior using a positive, appropriate approach; using a consistent technique that is set up by the philosophies of the school.
- To share in the general upkeep of the center.
- To be ultimately responsible for the class.

Limits of Authority:

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| * May take action without informing- | To assign staff responsibilities in a classroom
Change a scheduled activity
Change room arrangement
Discuss a child's activity with Parent |
| * Must have prior authorization to- | Change hours of work
Set up a meeting with a Parent
Refer Parent to outside resources
To call a Parent for any reason
Change staff placement |

Requirements:

- Have 12 E.C.E. units (exceptions approved through the Director)
- Must be flexible
- Ability to relate joyfully & sensitively to preschool children
- Evidence of enough security and judgment to handle crisis situations
- Evidence of emotional maturity and stability
- Sensitivity to children's individual needs
- Ability to use appropriate and positive discipline
- Dependability
- Work effectively as a team with staff
- Ability to supervise aides in a professional manner.

- *The Ability to Lift 50pds
- *The Ability to Change Diapers
- *The Ability to Climb Stairs
- *The Ability to Sit on the Floor
- *The Ability to maintain a clean and healthy classroom environment
- *To Attend Mandatory Staff Meetings
- *To Participate in all School Events
- *Current First Aid & CPR (Classes are your Personal & Financial Responsibility)

If you become unable to perform any of the above listed tasks, You must inform the Director Immediately!!

All staff members are required to maintain the following: