

Lead & Team Teachers (General Job Description)

Position Goals

- Daily supervision of children
- Daily supervision of classroom instruction
- Daily encounters with parents regarding children's needs

Reporting

- Reports to the Site Manager

Requirements

- High school diploma, and CDA certification completed within two years of hire
- BA / AA degree preferred
- 15 hours of required training hrs. annually
- Fluent in two languages

Guidelines

- Know and maintain DHR Minimum Standards
- Know and maintain NAEYC Standards
- Know and maintain Performance Standards for Federal grant

Skills

- Relational skills with children, parents and volunteers
- Organizational skills for lesson planning & classroom planning
- Resource skill for activities
- Supervisory skill with children
- Computer skills: Office 2003
- Early childhood knowledge & background

Tasks

Classroom:

- Work together on a daily schedule & weekly lesson planning
- Clean room & playground after each activity
- Assist with food distribution to children
- Welcome outside volunteers & parents and give specific assignments

Supplies:

- Keep supply closets well maintained & organized
- Assist with inventory of supplies monthly
- Place written supply orders with Site Manager

Parents:

- Parent/Teacher conferences twice a year (once for private)
- Home visits twice a year (once for private)
- Call parents when child is absent more than two consecutive days
- Encourage parent involvement with curriculum & with parent enrichment classes

Center:

- Notify Site Manager when absent
- Assist in securing a substitute for classroom

General:

- All other duties as assigned by supervisor