



## **Lead Teacher Reports to Education Coordinator**

### **Essential Functions:**

1. Maintains a safe, nurturing environment for children and families.
2. Collaborates effectively with and provides guidance to teaching team to provide seamless educational experience for children.
3. Plans, structures, and implements educational activities for the children in the classroom based upon program curriculum and the Center's philosophy.
4. Integrates all Pre-K and Head Start components into service delivery.

### **Duties and Responsibilities:**

1. Provides an overall classroom environment that is reflective of our multi-ethnic population, conducive to enjoyment, acceptance and positive interactions among children and among children and staff.
2. Prepares attendance records, lesson plans, meal preparation sheets, child development files, anecdotal and developmental observations on each child, maintaining confidentiality of family records and information.
3. Documents children's growth and development using written observations, photography and assessment tools.
4. Utilizes developmental screening tools to determine individual needs of children and collaborates with team to individualize curriculum.
5. Provides guidance and meets with classroom team weekly to complete lesson plans reporting requirements, and discuss individual children's needs.
6. Conducts child health checks, documents findings and follows-up as needed.
7. Participates with the classroom team in planning preparing and implementing developmentally appropriate child initiated and teacher directed activities for individuals and small/large groups of children. These activities should address needs identified in assessments of children and promote multiculturalism, present challenges and develop critical thinking skills.
8. Welcome parents into the classroom, develops a positive relationship with them and provides experiences and activities for them that enhance their roles as the primary influence in their child's growth and development.
9. Assists parents in identifying and fully utilizing available community resources. Utilize the assistance of the Family Support Staff, Mental Health Consultants, and other professionals to refer parents for services as needed.
10. Assists center personnel in planning field trips and other enrichment activities.
11. Encourage parents to become involved in the classroom, as well as the Parent Committee and Policy Committee.
12. Administers and interprets development assessment tools as it relate to all assigned children, maintaining detailed, written documentation.
13. Meets with Education Coordinator regularly for supervision and support.
14. Schedules and participates in home visits to ensure they are conducted twice annually at designated times.
15. Submits requests for supplies/equipment to Education Coordinator
16. Demonstrates knowledge of DCFS, Head Start and Preschool for All standards and implements them in all aspects of work.
17. Understands and adheres to NAEYC Early Childhood Program Standards and Code of Ethics.
18. Must participate in staff development trainings to obtain the appropriate CPDU's to maintain certification.
19. Participates in annual parent orientation/open house and at least one parent meeting each year.
20. Must be able to lift up to 50 pounds (average child weight).
21. Understands and implements the Developmental Assets model of the SEARCH Institute.
22. Participates in Center-wide events, programs and celebrations as required.
23. Participates in 40 hours of staff development training per year.
24. Performs other duties as assigned.

### **Position Specifications:**

Bachelor's Degree in Early Childhood Education/w 04 Certification required. At least 6 months previous direct early childhood classroom experience with low-income families, good communication skills, ability to adapt to changing situations, strong sense of responsibility and ability to organize own work required. Bilingual/bicultural English/Spanish preferred. Demonstrates the following qualities: self-motivated, self-directed, follows directions, makes good judgments, creative, reliable, and dependable. Ability to pass the Illinois Department of Children and Family Services fingerprint and background check. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, gender, sexual orientation, national origin or disability.

**Revised: 9/2010**