



Job Title: Lead Teacher

Reports to: Department Head

Position Type: Full-time/Part-time

Overview: 3Rs strives to build self-esteem and character as well as enhance reading, writing, and arithmetic using creative projects and curriculum. Under the supervision of management, Lead Teacher is responsible for developing and implementing a developmentally based, creative and educational curriculum for an assigned class room of children. The curriculum must meet the social, intellectual, cognitive and multicultural needs of both the individual child and the group.

Essential Functions:

- Planning and execution of both long and short range activities in accordance with curriculum objectives, developmentally appropriate practices and program philosophy.
- Stimulates emotional, intellectual, and social growth of children by developing and directing educational programs and activities tailored to assigned class.
- Interact with the children in a way which conveys respect and nurturing.
- Support the social and emotional development of children.
- Encourages children's participation by providing interactive activities.
- Provide activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the development levels of the children.
- Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands.
- Provides a safe and healthy environment by maintaining orderly, clean, and appealing facilities; removing known safety hazards.
- Protects families and staffs by keeping personal information confidential.
- Report any suspected abuse and concerns to supervisor.
- Keep all appropriate records such as accident reports, attendance and time sheets.
- Maintain accident reports and anecdotal records.
- Complete bi-annual assessment of children's development.
- Coordinate field trips and prepare monthly plan charts.
- Informs staff and parents of curriculum by preparing and submitting lesson plans; posting schedules and curriculum outlines.
- Encourage and lead assistants in curriculum planning.
- Maintains center's professional status by supervising, training, and evaluating assistants, aides and volunteers in the class room.
- Continue professional development through attending in-service and staff meeting, workshops, conferences and other staff development.
- Demonstrate behavior that is professional, ethical, and responsible.
- Meet all applicable licensing regulations.
- Manage, assist and provide feedback to Teacher Aide's daily job performances.
- Perform other duties and responsibilities as assigned by the Executive Director of Operation or Assistant Director.

Special Knowledge/Skills/Abilities:

- Knowledge of leadership and educational techniques and methodology including evaluation, planning, organizing, and conducting activities for children ages 6-weeks to 12 years of age in a day care program.
- Must possess good oral communication skills.
- Ability to communicate effectively with children ages 6-weeks -12 years of age and their parents; establish and maintain effective working relations with staff and the public; supervise and train staff ; lead and instruct a wide range of activities.

Education Requirement:

- A high school or General Education Development (GED) diploma
 - With 4,160 hours of experience as assistant teacher and completed/are enrolled in a minimum of 24 quarter credits in Early Childhood Education. 24 credits in Early Childhood Education must be recognized and approved by DHS.
- Upon hire, must show continuous enrollment in ECE/CD until credits required have been completed.
- A registered nurse or licensed practical nurse is qualified as a teacher for infants only and is exempt from Education Requirement listed above.

General Required Experience and Licenses/Certifications:

- Must be at least 18 years of age.
- Minimum of two years of experience as an assistant teacher.
- A valid Minnesota driver's license with a satisfactory driving record.
- Possession of an American Red Cross or any other Community Services Department approved accredited certification in First Aid and CPR for the Professional Rescuer.
 - Approval from Executive Director for registering First Aid and CRP certification session is required.

Other Considerations and Requirements:

- Must not have committed or been convicted of child abuse or any crime involving physical harm to another person.
- Ability to relate joyfully and sensitively to children.
- Evidence of emotional maturity and stability.
- Sensitivity to children's needs.
- Dependable.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.