

After School Lead Teacher

Desired Description of Candidate:

A Lead Teacher is creative, dedicated, organized and enthusiastic individual responsible for planning and implementing a quality program. A Lead Teacher has excellent communication skills with children, staff and families. They show a willingness to work as a team member within classroom as well as school wide. Lead Teachers show a desire to grow and learn as an early childhood education professional. They must have the personality and ability to provide leadership and stability for program continuity. A Lead Teacher is dedicated to creating a learning experience for children rooted in the principals of Purposeful Play as outlined in Small Faces Philosophy of Education

Immediate Supervisors:

Executive Director>Assistant Director of Programming>Program Supervisor>Lead Teacher

Qualifications:

Desired:

- At least 5 years experience in a developmentally appropriate classroom
- STARS Basic training, awarded or working towards a degree in Early Childhood Education or related field requiring course work in child development

Personal Qualifications:

- Dependable, arriving on time
- Friendliness toward people
- Articulate speaker and writer, able to communicate effectively in a positive manner
- Enthusiastic about being in the classroom
- Self directed
- Positive attitude
- Commitment to anti-bias education

Essential Functions:

Teaching Duties:

- Planning and implementing developmentally appropriate activities that are varied in learning styles and teaching techniques to suit all abilities and individuality.

Teaching Team Leadership:

- Coordinate instructional team, which may consist of Co-Lead Teacher, Associate Teacher, Teacher Assistant, Teacher Aids, classroom volunteers and all others involved in the classroom.
- Provide performance review information to the Director regarding the instructional team.

Classroom Management:

- Maintaining a safe and enriching environment for children
- Using Enterprise Talk, Emotion Coaching and Positive Discipline techniques to scaffold positive social skill building in children
- Developing individual plans for children with special needs and making referrals when needed
- Accurately maintaining classroom budget
- Maintaining and organizing classroom supplies
- Keeping the classroom clean and sanitized

Parent/Family Interactions:

- Completing all necessary paperwork in a neat and timely fashion including but not limited to attendance sheets, SmugMug, weekly parent emails, calendars and ouch reports
- Greeting parents and families daily
- Weekly communication with parents in person and via e-mail

Center Duties:

- Attending and chairing weekly staff meetings
- Attending all staff workshops and trainings required
- Attending all Center family functions as required
- In an emergency disaster, employee is required to stay at work until released by an administrative authority
- Other duties as deemed necessary by the administration