

## Lead Teacher

### General Position Description

The Lead Teachers

### This Position Reports to

- Director
- Executive Director
- Opulent Life Church Pastor

### Key Responsibilities

- Plan individual and group age-appropriate activities to actively engage children and encourage social, physical, cognitive and emotional growth.
- Assist and facilitate the successful completion of child's homework or activities.
- Maintain frequent communications with parents through informal discussions, daily reports, and parent-teacher conferences.
- Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Lead by example; encourage classroom teacher's success through modeling and coaching.
- Supervise teacher aid and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Ensure all program policies and state regulations are met.
- Maintain accurate records, forms and files.
- Maintain both personal and staff professional development plans to ensure continuous quality improvement.
- Meet regularly with their Supervisor and work closely with other program staff.
- Complete 15 contact hours of staff development, accrued during the licensure year, annually.
- Greet children and their parents warmly and with enthusiasm each morning.
- Be familiar with emergency procedures.

- Must keep the classroom clean, including the floors, doorknobs, sinks, cubbies, and other spaces as needed.

### **Additional Knowledge, Skills, and Experience Required**

- Minimum of 2 years of professional education experience.
- Strong oral and written communication skills and basic computer skills.
- High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check and must pass health screening.

### **Educational Requirements**

- Associate's Degree in social services or human resources or related field.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.