

JOB DESCRIPTION
LEAD TEACHER - WEEKDAY SCHOOL

The Early Childhood Lead Teacher, under the supervision of the Head of School, is responsible for creating and implementing a developmentally based, educational program for an assigned class of pre-school children. The curriculum must meet the emotional, physical, cognitive, and social needs of both the individual child and the group. The Lead Teacher may be partnered with a Co-Lead Teacher or an Assistant Teacher.

Essential Duties and Responsibilities

1. Plans, prepares, and implements daily activities (indoor/outdoor) as they relate to the curriculum.
2. Greets each child in a warm and friendly manner daily. Interacts with the children and encourages their involvement in activities.
3. Provides a warm, safe, and caring environment that is kept orderly, clean, and appealing. The environment should encourage each individual child to grow and explore
4. Provides overall supervision of toileting and bathroom times.
5. Oversees all mealtime/snack time activities.
6. Maintains ongoing developmental records for each child, including keeping records of all developing skills (physical, social, emotional, and cognitive). Maintains daily attendance records.
7. Keeps a “portfolio” of each child’s progress, including photographs, samples of their artwork, emerging writing skills (fine motor development), etc.
8. Maintains good communication with parents through newsletters, photographs, notes, or conversation. Conducts parent/teacher conferences twice annually.
9. Works with other staff members to form a positive, supportive team atmosphere.
10. Ensures confidentiality of privileged information.
11. Participates in Home Visits prior to the opening of school each year.
12. Performs additional program duties as assigned by the Head of School as necessary.

Minimum Position Requirements

1. Bachelor’s Degree and Master’s Degree in Early Childhood Education as well as NYS Certification in Early Childhood Education. In the absence of a Masters Degree and/or Certification, there must be a written plan to secure either or both within seven years.
2. Must be sensitive to individual children’s differences and needs, and be willing to adjust the program & curriculum to meet those individual needs.
3. Must be motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of Early Childhood Education.
4. Must be able to relate with and speak to parents in a respectful and courteous manner.
5. Must be willing to work in a team environment; be willing to share ideas & be open to other’s ideas; be flexible & willing to compromise.

Special Requirements and Physical Demands:

1. The ability to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.