

Position: Lead Teacher

Version: 2013.04

CORI Required: Yes

Effective: April 4, 2013

Reports To: Director, Early Childhood Programs

**Supervises: Teachers
Assistant Teachers
Classroom Aides / Interns / Student Teachers
Volunteers in classroom**

Position Summary

The Lead Teacher is responsible for coordinating the educational, social, and developmental environment and curriculum in the classroom and for coordinating the activities of the other members of the teaching team. The focus is the children, their safety, well being, and development.

Responsibilities

Classroom and Program

Develop, implement, and maintain an environment and curriculum that fosters learning and growth at each child's own pace, enables children to interact comfortably with adults, and provides opportunities for children to participate in individual, small group, and larger group activities.

Create a curriculum that facilitates State curriculum guidelines and fosters healthy social development and development of fine and gross motor skills.

Provide on-going assessment of student progress against State and NAEYC developmental guidelines.

Complete bi-annual progress reports on each child and maintain records for each child, staff, and program in accordance with licensing requirements, accreditation standards, and school policy.

Provide direction and guidance to all classroom personnel to ensure adherence to school policy and appropriate standards of conduct and activities.

Participate in planning and staffing extended day, enrichment, vacation, and summer programs in accordance with JCC policies and schedules.

Parent Communications

Develop good relationships and oversee communications with parents. Maintain open and consistent communications, including:

- Post weekly curriculum and activity calendars, at the classroom and on the website, for the upcoming week no later than Thursday of the prior week. Curriculum and activities should meet school, NAEYC, and EEC standards.

- Provide all parents with a weekly summary of classroom activities and events on the last day of the week or first day of the following week. This may be provided in writing in cubbies, by posting on the website, or by email.
- At least twice per month, provide each student's parents with a brief personalized update, in writing or by email, highlighting accomplishments, special activities, or any issues that warrant parent awareness or follow up.
- Respond to email messages from parents in a timely manner, generally within one school day.

Team Leadership

Supervise classroom and program staff in a supportive manner; encourage positive, effective communication among staff. Hold monthly team meetings to discuss the program, students, and any issues that require attention.

Meet regularly with the Director to discuss program, curriculum, and classroom issues, and to review student developmental progress.

Health and Safety

Maintain a clean and safe environment within the classroom and program areas at all times.

Ensure first aid kits are properly stocked and accessible.

Notify the Director and parents of any contagious illness contracted by a child in the program.

Notify the Directory immediately of any behavior or action by any adult in the facility that is inappropriate physically or emotionally for a child.

Ensure awareness of all safety and emergency procedures and policies.

Administration

Manage purchasing for program areas, including petty cash, within constraints of the budget.

Attend and participate in staff meetings as requested by the Director.

Maintain NAEYC portfolios.

Professional Development

Complete development activities and training as required by EEC.

Maintain relevant professional certifications, including those recommended by NAEYC.

Maintain awareness of changing standards and practices, and emerging practices in the field of early childhood education.

Maintain Health and Safety CPR certification.

Additional Responsibilities

Perform other duties and tasks as requested, or as assigned, by the Director.

Qualifications

Certification as a “Lead Teacher for Infants and Toddlers” and/or “Lead Teacher for Preschooler”, as defined by the Massachusetts Department of Early Education and Care, as appropriate for the grade(s) taught, along with appropriate curriculum for the age group of the class.

At least 3 years experience working with infant, toddler, or preschool age children.

Ability to handle physical aspects of the job, including lifting/carrying children.

Strong communications skills.

Experience working with children and families of diverse backgrounds.

Ability to work well as a member of a team.