

## **United Inner City Services**

### **St. Mark Child and Family Development Center**

**Position:** Lead Teacher

**Reports To:** Center Supervisor

**Hours:** Non-Exempt: Schedule may vary depending on the needs of the center

**Role:** The early education lead teacher is responsible for providing a developmentally appropriate educational environment. They are accountable for their classroom management and operation. Major responsibilities include appropriate interactions with children, communication with parents, and supervision of teacher assistant(s).

#### **Essential Responsibilities and Duties:**

1. Follow the Creative Curriculum and developmentally appropriate practices
2. Maintain a safe, healthy, attractive, learning environment both inside and outside
3. Responsible for constant supervision of children in your care inside the center as well as outside on the playground, and on field trips
4. Maintain confidentiality of children and family information. Provide any current information to the Family Advocate as needed
5. Assist in preparing and maintaining the center for licensing requirements
6. Develop and implement weekly lesson plans in conjunction with the Teacher Assistant
7. Plan for children's individual interest and needs in conjunction with the Teacher Assistant
8. Maintain accurate CACFP attendance and meal records
9. Practice family style serving (eat meals with the children) daily
10. Prevent and stop unsafe activities. Make sure emergency posters are posted along with classroom rules with pictorial for the children to understand
11. Provide opportunities and support for children to develop self-discipline in a nurturing and caring way at all times
12. Responsible for observing and making anecdotal notes on all children for their portfolio
13. Develop and maintain portfolios on each child enrolled in your room
14. Complete developmental screenings (ASQ) and any other screenings within the first 30-45 days of a child entering the classroom
15. Complete Assessments for each child three times per school year
16. Conduct all required parent/teacher conference and home visits
17. Report suspected child abuse and neglect as required by state licensing guidelines and St. Mark's Procedures
18. Maintain prompt hours and notify your immediate supervisor in a timely manner in the event of your absence
19. Attend all required staff meetings, functions and staff development opportunities
20. Work well with other team members in a cooperative manner
21. Able to communicate effectively verbally and in writing

22. Train, supervise and evaluate the performance of the Teacher Assistant
23. Supervise day to day operations in absence of the Center Director or Ed Coordinator
24. All other job related duties

**Physical Requirements:**

1. Be able to lift up to 40 pounds.
2. Excessive climbing, walking, bending, stretching, and sitting on floor with children.
3. Exposure to childhood illnesses and diseases.
4. Exposure to varying outside temperatures (heat and cold)

**Minimum Qualifications:** An Associate's Degree in Early Childhood Education

**Preferred Qualifications:** A Bachelor's Degree in Early Childhood Education or related degree with a minimum of 18 credit hours in Child Growth and Development; 12 months of experience in an early childhood classroom.