



# LEAD TEACHER Job Description

**Status:** This position is a salaried 9.25 month position and is considered an employee at will.

## Curriculum Planning and Classroom Management

- Incorporate elements of Creative Curriculum, Multiple Intelligences, Play-based Learning and Emergent Curriculum to generate weekly lesson plans that are designed to promote social and emotional development, cognitive development, language development/communication skills, independence, creative expression, and large and small muscle development.
- Model through speech and action our five core values: Resilience, Creativity, Exploration, Kindness, and Community.
- Create and maintain a vibrant and engaging atmosphere to develop meaningful experiences for young children.
- Provide a safe and healthy classroom environment designed to maximize children's learning.
- Monitor, encourage and engage in productive play/gross motor skill development on the playground and indoor play areas.
- Interact, guide and play with the children at their physical level.

## Parent Relationships

- Engage in positive, instructive and clear interactions with parents/caregivers in person at start and end of each school day, in weekly written communications, and at Parent Teacher Conferences.
- Provide resources and meetings to families seeking special services.

## Assistant Supervision

- Lead, support and manage Assistant Teachers (and Parent Volunteers) in healthy and safe conduct and appropriate communication with children and parents.
- Communicate content and purpose of weekly lesson plans to Assistant Teacher.
- Provide direct feedback to Assistant Teachers and share feedback with Director for annual performance evaluations.

## Staff/Team Member

- Maintain ongoing record of informal/objective observations related to each child's development throughout the school year.
- Keep Director informed about goals/issues/concerns for individual children and/or their families.
- Attend staff meetings and trainings as scheduled by the Director.
- If unable to come to work, secure a substitute from provided list and notify Directory immediately.
- Communicate any concerns about children, colleagues, or facility directly to Director.

## Professional Expectations

- Engage in positive and clear interactions with Director, church and school staff, parents, and caregivers.
- Interact with colleagues in a positive and professional manner.
- Represent the School in a respectful and professional way at all times.
- Arrive for work on time and dressed appropriately.
- Accurately record your attendance, hours out, and hours added on your timesheet every morning.
- Complete all necessary OSSE health, safety, and professional development/educational trainings as required for facility licensing.

## Qualifications

- Associates or Bachelors Degree in ECE preferred
- Current certification in CPR, AED and First Aid
- Completion of annual health, safety, and professional development/training as required for facility licensing by the DC Office of the State Superintendent for Education (OSSE)
- Fulfillment of DC government requirements for drug and alcohol screening and all necessary background checks
- Familiarity with Creative Curriculum, Multiple Intelligences, Play-based Learning and Emergent Curriculum