



## POSITION DESCRIPTION

Lead Teacher 1 or 2	
Department: Early Learning Academy, Center-Based	Status: Full Time, Exempt
Reports to: Program Director	Last Reviewed: February 2020
Titles reporting to this role: Teacher Assistant (1 & 2); Teacher Aide; may supervise volunteers and interns	Next Review Date: March 2023

### *Position Summary:*

Casa Central's Early Learning Academy provides high quality, comprehensive early childhood education services for young children, ages birth to five, and their families. The Lead Teacher provides effective instructional strategies, classroom management, learning, assessment, evaluation and related research for children ages 3-5 years old. The Lead Teacher is responsible for providing developmentally appropriate learning experiences, supervision of children assigned in the classroom, and providing a supportive and positive classroom climate, while ensuring the individual needs of the children are met as mandated by Head Start, COA, federal, state and local standards. The Lead Teacher works in collaboration with parents/families and other professionals to ensure that children are ready for success in kindergarten and beyond.

### **Essential Duties and Responsibilities**

Include the following, other duties as assigned:

#### *General Duties*

Serve as a leader for the classroom team to provide comprehensive early childhood education services to children in a safe, nurturing environment through planning and implementing structured educational activities based on program curriculum. Additionally, participate in all required trainings and meetings while promoting teamwork. Lastly, prepare reports on classroom activities while collecting data of children outcomes.

#### *Reports and Metrics*

Responsible for reporting on classroom activities and children's outcomes to families/parents through teacher conferences or home visits while utilizing those data to create new lessons.

1. Serve as a leader for the classroom team and provide guidance to children, families, teaching team, volunteers, and other visitors.
2. Ensure the implementation of developmentally appropriate practice within the classroom, including utilizing materials and studies from the Creative Curriculum.

3. Facilitate the creation of an inclusive environment where children can learn in collaboration with the teaching team.
4. Facilitate with the classroom teaching team the creation and implementation of group lesson plans.
5. Research new ideas, methods, resources and materials for lesson plans.
6. Ensure that all children within the classroom have sufficient, high-quality observations, maintain up-to-date documentation in databases (Teaching Strategies GOLD), child education files and child portfolios.
7. Provide a safe environment for children by implementing active supervision practices.
8. Implement screenings and assessments and reporting of outcomes for children.
9. Communicate with parents/families and report child progress through scheduled parent-teacher conferences and home visits.
10. Initiate referrals for children who might benefit from further evaluation. Participate in the referral process by documenting observations and interventions attempted in the classroom.
11. Participate in Individual Education Program (IEP) meetings.
12. Work closely with consultants and other Casa Central personnel.
13. Individualize for all children, including children with diagnosed disabilities.
14. Support social emotional development through positive classroom management approaches.
15. Utilize data from child outcomes, screenings, and IEPs to guide lesson planning for individual children and for the group.
16. Maintain care of classroom equipment and supplies, control inventory, and report all repairs needed.
17. Promote an atmosphere of teamwork where staff, parents and children interact positively with each other.
18. Participate in all required and recommended training, including Teaching Strategies GOLD, Creative Curriculum, and CLASS training.
19. Participate in all required and recommended meetings.
20. Support agency's School Readiness goals and track progress towards goals.
21. Train and participate in evaluations for classroom team.
22. Complete an ongoing professional development plan.
23. Participate in Coaching to Fidelity and individual supervision/ongoing coaching with the Education Coordinator.
24. Prepare reports on classroom activities, including attendance records.
25. Perform all other duties as assigned.



**General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

**Education/Experience:**

Lead Teacher 1: B.A. in Early Childhood Education or related field with a Gateways Early Childhood Education Level 5 Credential required.

Lead Teacher 2: B.A. in Early Childhood Education or related field with a Professional Educator License (PEL) with an Early Childhood Endorsement.

**Language Skills:**

Bilingual Spanish preferred.

**Computer Literacy & Knowledge Skills Abilities:**

Must be computer literate and be able to use Microsoft applications; experienced with web- based and other automated management information systems.

**Mathematical Skills**

Basic mathematical skills are required.

**Operating Environment and Working Relationships:**

Ability to work within an interdisciplinary team as a cooperative and supportive team member. Ability to establish relationships with families from diverse backgrounds. Knowledge of Head Start Program Performance Standards preferred.

**Decision Making Authority:**

Exercises discretion and sound judgment in executing tasks.

**People Management**

Ability to use reflective practices and leadership to guide and support staff in the classroom.

**Remote Work/Technology (WIFI)/Mobile Phone Usage:**

Not eligible for remote work. A personal mobile phone is not required and therefore not eligible for mobile phone reimbursement.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. This job description's content is not intended to be

constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_

