



JOB TITLE: *Lead Teacher*

IMMEDIATE SUPERVISOR'S TITLE: *Mentor Teacher*

PRIMARY PURPOSE

This individual will shape the classroom environment within school guidelines by leading, coordinating, and making decisions to develop and maintain a quality early childhood program. The lead teacher is responsible for providing a safe and developmentally appropriate classroom in accordance with all relevant policies and procedures.

RESPONSIBILITIES

1. Develop and implement a developmentally appropriate preschool program for young children
 - Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
 - Provide adequate equipment and activities
 - Ensure equipment and the facility are clean, well maintained and safe at all times
 - Provide weekly (lesson plans) and monthly (newsletters) schedules of activities
 - Develop culturally appropriate programs and activities
 - Be familiar with emergency procedures
 - Follow all NAEYC criteria and maintain a NAEYC classroom portfolio
 - Must earn at least 20 clock hours of SC training per year
2. Supervising children and staff
 - Ensure children are supervised by sight and sound at all times
 - Provide various experiences and activities for children including songs, games and story telling
 - Establish routines and provide positive guidance
 - Provide a safe and secure environment for children to feel comfortable
 - Implement positive discipline when required
 - Clearly and effectively communicate in a manner that children understand
 - Observe children and assess progress
 - Integrate special needs children in a positive and respectful manner
 - Lead by example
3. Communicate with parents and members of the community
 - Be respectful of parents at all times
 - Discuss children's development with parents
 - Discuss concerns and identified problems and needs with reference point coordinator and curriculum coordinator as appropriate
 - Participate in community activities
4. Maintain TeachingStrategies.com
 - Must input one observation per child per week

- Must input one picture message per child per week
- Must submit one family newsletter each week
- Must submit weekly lesson plans
- Must submit monthly newsletter
- Must complete assessments/parent-teacher conferences twice per year
- Must use as a tool for effective home/school communication

5. Perform other related duties as required

SKILLS

The individual must demonstrate the following skills:

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| ✓ team building skills | ✓ effective verbal and listening communications skills |
| ✓ supervisory skills | ✓ stress management skills |
| ✓ analytical and problem solving skills | ✓ time management skills |
| ✓ decision making skills | |

QUALIFICATIONS

- The lead teacher must meet the educational requirements set forth by NAEYC.

PROFESSIONALISM

- Maintain strict confidentiality at all times
- Continue on-going professional growth
- Establish and maintain a relationship of cooperation and respect with coworkers.

PHYSICAL DEMANDS

- Follow state, federal, and Daniel Island Academy guidelines, including immunizations, employment physicals, drug screens, tb tests, and required health and safety training.
- Lift, move, or hold children with a range of weight from 10 to 40 pounds frequently. (Occasionally lift, move, or hold weight more than 40 pounds).
- Supervise and interact with children outdoors for extended periods in varied weather conditions.
- Demonstrate full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities.
- Respond immediately and appropriately to multiple or unexpected situations or emergencies.
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements.

