

lead teacher job description

The following job description shall serve as a guideline for this person's qualifications, responsibilities, and requirements pertaining to this position. This description may not be inclusive of all duties to be assigned.

JOB SUMMARY:

The Lead Teacher plans, supervises, and implements curriculum for students in all areas of development: social, emotional, cognitive, motor, approaches to learning, and academic readiness. Leads all classroom operations including assessments, environment, and the coaching of a teaching partner.

KEY RESPONSIBILITIES:

- Plan, supervise and implement classroom programming and instruction in accordance with the policies and philosophy of the Bel Air Presbyterian Preschool.
- Create and maintain a learning environment focused on the needs of the individual child with consideration for their cultural and socio-economic background, interests, special needs and talents, and individual style and pace of learning within the context of "typical expectations and development".
- Follow and demonstrate sound health, safety and nutritional practices.
- Make observations and evaluations for each student using the Bel Air Presbyterian Preschool's assessment tool, in alliance with Bel Air Presbyterian Preschool's *Early Learning Standards* and Annual Portfolio Plan.
- Meet with Associate Teacher regularly to coordinate program, assessment, environment, relationship and curriculum plans and to discuss daily concerns regarding team, children, and/or parents.
- Become acquainted with and build a relationship with each of the children and their families.
- Act as a Mandated Reporter with appropriate agencies in instances of any suspected incidents of child abuse and neglect.
- Be familiar with and maintain licensing and accreditation standards.
- Use discretion and maintain client confidentiality.

MINIMUM JOB REQUIREMENTS:

- Must hold Bachelor of Arts (BA) or Bachelor of Science (BS) in Child Development, Early Childhood Education, or Human Development (or other closely related field)
- Achieve and maintain Early Childhood Teachers Permit issued by the California Commission on Teacher Credentialing (CCTC) to include twenty-four (24) completed postsecondary semester or equivalent quarter units in early childhood education or child development (3 units in Infant & Toddler as required).
- Have at least 3 years work experience in a licensed and nationally accredited childcare center.
- Under California law, all applicants are required to pass a background check.
- Required to pass a physical medical examination with clearance to work with young children including the clearance of a TB test.
- Must always maintain a current Pediatric CPR and First Aid certificate.
- Christian commitment – an acknowledgement of faith in Jesus Christ as Lord and Savior

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Must have ability to lift and carry children aged 12 weeks to 6 years old as well as some equipment.
- Must have ability to spend time sitting on the floor and working at a child's level.
- May come in contact with children who are ill and/or contagious.
- May need to assist in toileting and pediatric first aid.