



## Childcare Center Lead Teacher Job Description

**JOB TITLE:** Lead Teacher

**FLSA STATUS:** Non-Exempt

**DATE WRITTEN:** March 2016

**REPORTS TO:** Childcare Director

**WRITTEN BY:** Learn `n Move Board of Directors

### **JOB SUMMARY:**

The Lead Teacher will carry out the mission of Learn `n Move as he/she plans and implements programming that promotes and provides children of all abilities to learn, move, grow, and play. The incumbent must ensure the development and safety of these children in accordance with relevant federal, state and organization policies. The Lead Teacher will be respectful of children and parents, and ensure that equipment and facilities are clean, safe and well maintained. Ensuring that a safe, healthy and caring environment is provided to children served by the program.

Work-related problems are solved at this level. Recommendations and unusual problems are reviewed with the Childcare Director. He/she effectively problem solves issues and needs of the children and families served as well as employees.

This position works within the guidelines of Learn `n Move Childcare Center Policies/Procedures, State and Federal Laws, Rules, and Regulations.

**DIRECT REPORTS:** Assistant Teachers

### **JOB SPECIFICATIONS (required knowledge, skills and abilities):**

Hold at least one of the following qualifications:

- Be an adult of good physical, cognitive, social, and emotional health and shall use mature judgment when making decisions impacting the quality of child care;
- Have a demonstrated ability in working with children;
- Hold at least one of the following qualifications:
  - An associate degree in the field of early childhood development;
  - Current certification as a child development associate or successful completion of a department-approved diploma program with an emphasis in early childhood or child care;
  - Certification from a Montessori teacher training program; or
  - A high school diploma or high school equivalency with at least one year of experience in a child care or similar setting;
- Possess knowledge and experience in building and maintaining interpersonal relationships;

- Successfully complete a department-approved basic child care course within the first three months of employment; and
- Successfully complete a minimum of thirteen hours of department-approved training related to childcare.

**Equipment used:** Understand and have a working knowledge of Windows environment, Internet technology and organizational systems. The incumbent must have the ability to access, manipulate, organize and relay information in meaningful ways using: email, word processing, spreadsheets, databases, etc.

**ESSENTIAL FUNCTIONS:**

The lead teacher, in collaboration with the director, shall:

- Communicate with parents about the individual needs of their children, including any special concerns the parents may have;
- Plan and implement daily and weekly activities to meet the physical, emotional, intellectual and social needs of the children in the program and make those plans available to parents; and
- Provide nutritious snacks and lunches
- Provide adequate equipment and activities
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Provide weekly and monthly schedules of activities
- Develop culturally appropriate programs and activities
- Ensure that program policies are adhered to in the classes and groups, assigned to the lead teacher
- Be familiar with emergency procedures

*In addition to the functions described above, this role may include other responsibilities and duties as assigned, based upon Learn `n Move needs and/or requirements.*

**WORKING ENVIRONMENT**

Hazardous exposure category: Place an X in the appropriate category for the role:

- I.  Involves an inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category I tasks.
- II.  Involves no exposure to blood, body fluids, or tissues, but potential exposure in usual work. Employees performing Category II tasks do not need to wear protective equipment, but they should be prepared to put on protective equipment on short notice.
- III.  Involves no exposure to blood, body fluids, or tissues, although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

**PHYSICAL REQUIREMENTS**

Lifting Requirements: Place an "X" in the appropriate category:

1. \_\_\_\_\_ Sedentary work - Exerting up to 10 pounds of force occasionally and / or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2. \_\_\_\_\_ Light work - Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements exceed those for sedentary work.
3.  X  Medium work - Exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements exceed those for light work.
4. \_\_\_\_\_ Heavy work - Exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force constantly to move objects. Physical demand requirements exceed those for medium work.
5. \_\_\_\_\_ Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements exceed those for heavy work.

**Frequency: Place an "X" in each box that is appropriate to the role:**

Never = 0%    Occasionally = 1-33%, 1 to 3 hrs/day    Frequently = 34-66%, 3-5 hrs/day

Constantly = 67-100%, 6-8 hrs/day

Physical	N	O	F	C	Physical	N	O	F	C
Standing			X		Fingering/Keyboarding				X
Walking			X		Handling				X
Sitting			X		Feeling			X	
Stooping		X			Visual acuity: near				X
Kneeling		X			Visual acuity: far				X
Squatting		X			Depth perception				X
Climbing		X			Color discrimination				X
Balancing		X			Peripheral vision				X
Reaching away from body		X			Talking			X	
Reaching - above shoulder		X			Hearing			X	
Reaching - at/below shoulder		X			Running		X		
Grasping		X			Other				
Physical Surroundings	N	O	F	C	Environmental Conditions	N	O	F	C
Cold (50 degrees F or less)		X			Chemicals		X		
Heat (90 degrees F or more)		X			Gases, fumes		X		
Dampness		X			Dust		X		
Inside work				X	Radiation		X		
Outside work		X			Vibration		X		
Heights		X			Noise			X	

*I have read this Job Description and its attachments, asked any questions and understand the responsibilities.*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor