

CONNECTIONS EARLY LEARNING CENTER POSITION SUMMARY – Lead Teacher

The Lead Teacher is responsible for developing and implementing lesson plans as well as assessing students' social-emotional needs. Successful candidates for this position will have a Bachelor's Degree in Education or related field and 2-3 years instruction in the classroom. The Lead Teacher is responsible for two developmental assessments annually and holds meetings with families as necessary to build relationships and support positive development of the child.

Responsibilities:

- Uphold the mission, vision, philosophy, and values of CELC by providing a safe and nurturing environment for children
- Provide instruction to children that is consistent with the philosophy and mission of the Center
- Actively engage with children with a posture displaying interest and support on the child's level
- Maintain positive relationships with racially, ethnically, and socioeconomically diverse families; meeting families with differing parenting abilities where they are.
- Be familiar with licensing requirements and make sure the classroom is in compliance
- Use appropriate and positive interactions with each child to help develop self-control and responsibility for their actions
- Ensure safety and maintain sight of all children assigned to your care at all times through constant supervision
- Maintain arrangement, decor, and learning environment in the classroom which promotes organization, learning and self-discovery.
- Conduct two formal evaluations for each child annually as required by licensing
- Keep records of children's development as required by Connections Early Learning Center policy
- Maintain strict confidentiality regarding children and their families
- Collaborate with associate teachers within the room when applicable; promote good rapport among all staff members
- Model professionalism within the classroom to other teachers and volunteers
- Maintain the upkeep of educational materials and equipment in the classroom
- Use nap time constructively (e.g., planning, research, maintenance duties, record keeping, and curriculum work) Maintain professional conduct and attitudes in working with parents and staff, volunteers, visitors, and the general public
- Attend all staff meetings and professional development activities as scheduled by the Director
- Actively seek to continuously update skills by attending additional workshops and conferences as needed to adhere to licensing requirements
- Support the Administration in any other responsibilities that may arise

GENERAL REQUIREMENTS FOR ALL STAFF

- Shall not be guilty of a criminal offense
- Shall be of good character and reputation
- Shall be capable of carrying out assigned responsibilities
- Shall be capable of accepting training and supervision
- Shall be capable of communicating effectively both orally and in writing as applicable to the job responsibility
- Staff who work directly with children shall be capable of communicating with emergency personnel

Certification Requirements:

- Must have a 2-year or 4-year degree in Early Childhood Education or related field or CDA
- First Aid and CPR certification training will be provided by the Center before the start of employment
- TB test and criminal background checks on file by start of employment

Educational Related Experience:

- Minimum of one year experience in working with groups of young children preferred
- Knowledge of developmental milestones and child development preferred