



NEW ADVENTURES

Early Learning and Child Development Center

Position Title: Lead Teacher
Status: Non-Exempt (Full-Time/Part-time, hourly)
Department: New Adventures Early Learning, Preschool
Supervisor: Administrative Director, Curriculum Director, and Shift Lead
Hours: Monday - Friday (6:30 am - 6:30 pm.; flexible hours)

PRIMARY PURPOSE

This role is responsible for carrying out and adding to the lesson plans for children of all age groups. The position is also responsible for engaging children in activities that will keep the child engagement and stimulate the child's mind. This position is also responsible for making sure the classroom is clean and sanitary for children to play and learn.

MAJOR RESPONSIBILITIES AND FUNCTIONS

- Adhere to all state and local licensing requirements
- Follow direction of leadership and ensure that the activities of this position and relevant programs are consistent with the vision, mission and values of New Adventures.
- Greet children and families at the door during arrival and departure times.
- Actively participate in child's play and an ability to lift up to 50 pounds
- Maintain confidentiality about families and co-workers associated with the company.
- Create and implement age and developmentally appropriate lesson plans.
- Engage children in learning activities including, but not limited to reading and creating ideas that will stimulate young children's minds.
- Engage children in other extracurricular activities; enhance adult/child interactions by getting at the child's eye-level.
- Clean, sanitize, and vacuum in order to maintain a healthy, clean classroom.
- Be constantly alert to anticipate and prevent problems in the classroom
- Actively participate in child's play in all areas of the classroom and all parts of the curriculum for example: floor play, outdoor/gross motor and music/movement activities)
- Communicate openly with parents daily to keep them aware of children's progress
- Ensure classroom is set with defined learning areas and provide a safe, healthy classroom environment that is arranged to support independence.
- Support management staff in carrying out programs and childcare services
- Ensure a clean, attractive, healthy, and stimulating environment that supports high-quality child care.
- Adhere to preschool policies and procedures, as well as all state and local licensing requirements and comply with meeting the Early Learning Content Standards

- Establish and follow a consistent daily routine that meets the needs of all children.
- Maintain a safe classroom environment that includes monthly drills.
- Complete child Center Staffing Process on all children within the first 60 days of entrance into the program (ASQ's).
- Write lesson plans that align with Early Learning Content Standards and are individualized for each child.
- Maintain open communication with parents and management.
- Record ongoing observations with children, this involves writing notes and creating portfolios to display their work.
- Plan transition activities to facilitate moving children from one activity to the next.
- Sit, eat and socialize with the children during meal and snack times.
- Participate in staff meetings and professional development trainings as required. (SUTQ).
- Attend to children when an emergency arises and administer first aid and CPR as necessary.
- Work with classroom staff to plan and implement the daily program of activities based on principles of child development and in accordance with the program's curriculum.
- Set up and maintain a well-organized, safe, and attractive classroom environment conducive to the optimal growth and development of children.
- Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
- Observe each child daily to assess skills, interests and needs and use this information to facilitate learning and growth.
- Establish a positive relationship with each child's family and share information about the child's day at the Center.
- Help parents to understand the curriculum and find ways to involve parents in the daily program.
- Conduct individual parent conferences at least three times a year to discuss each child's growth and development
- Report and record any signs of illness or injury, complete an incident report and submit within 24 hours of an incident.
- Other duties as required by management.

Public and Professional Activities

Attend relevant professional activities

Presentation to universities and other organizations as needed

Attend trainings and seminars on a quarterly basis and share with staff in order to enhance their professional development

COMPETENCIES

Effective Communication, Adaptability, Organizational Awareness, Customer Service Excellence, Teamwork, Professionalism, Continuous Learner, Organized, Time Management, Interpersonal/People Skills, Multitasking, Attention to Detail, Leadership, Personal Accountability, Commitment, Problem Solving, Integrity, Technological proficiency, Steward of Assets, Developing Others, Dependability, Ethical, Patience, Organized.

PHYSICAL DEMANDS

Must be able to lift children up to 50 pounds, as well as, play, crawl, bend, and interact with children on their level.

PREFERRED QUALIFICATIONS:

- Bachelors Degree in Early Childhood or Related Field/ SUTQ Career Pathway Level 3 S
- Combination of education and experience normally represented by a Associates Degree in Early Childhood Education, or related field with certification or license to teach pre-K or ages 3-5.
- Completed coursework in Early Childhood Education and/or Child Development
- Knowledge of the Early Learning Content Standards
- Knowledge of the developmental stages of children 2 1/2 - 5 years of age

MINIMUM REQUIRED QUALIFICATIONS

- Experience working with young children
- Associate Degree in Early Childhood and a SUTQ Career Pathway Level 3
- Knowledge of child growth and development
- Ability to work cooperatively with others
- Medical Statement signed by physician or certified nurse practitioner required
- Final applicant must be able to pass a BCI/FBI background check

CACFP DUTIES

- Serve meals
- Clean up after meal preparation
- Take point of service meal count

COMPANY POLICY/PROCEDURE COMPLIANCE

Follow all company policies and procedures as well as all state, local, and federal laws concerning employment to include, but not limited to: I 9 information, EEOC, Civil Rights, and ADA.

The company does not tolerate sexually or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to disciplinary action being taken up to and including immediate termination and are to be reported to management immediately. Maintain confidentiality of company and customers and information at all times. Maintain a professional image.

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights 1400 Independence Avenue, SW Washington, DC 20250-9410 or call 1(800)795-3272 or (202)720-6382 (voice and TTY). USDA is an equal opportunity provider and employer.”

ACKNOWLEDGEMENT

I acknowledge the receipt of my job description and understand the responsibilities, duties, and requirements to perform the position. In addition, my management or the human resources representative has provided me with answers to any questions I had concerning this position.

I as an employee know that I'm expected (and required) to perform the duties outlined in this job description. Any refusal or willful violation to perform such duties may result in disciplinary action.

I expressly acknowledge that: (1) I have not been employed for any definite period of time; (2) my employment is terminable at any time at the will of either the company or myself; and (3) no change in the "at will" nature of my employment will be valid unless made in writing and signed by the President of the company.

I am also aware that this position will include any and all (various) duties assigned to ensure the proper functioning of operations in the department/area. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is determined by the company to be a reasonable assignment to the position.

Employee Name (Printed)

Employee Signature

Date

Supervisor Name/Title (Printed)

Supervisor Signature

Date

FOR COMPANY USE ONLY

Prepared By:

_____	_____	_____	_____
Name	Title	Date	Signature

Reviewed By:

_____	_____	_____	_____
Name	Title	Date	Signature