

# Lead Teacher

## Job Description

### Job Requirements

Minimum requirements:

- Graduation from high school or GED;
- Must have at least a Child Development Associate (CDA) credential or an equivalent credential that addresses comparable competencies.
- Colorado Shines account, connected to employer
- Colorado Shines classes finished- All orientation & required classes (search w/the keyword)
- College courses in Early Childhood Education or related field, preferred.
- Six months of experience in an early childhood program.
- Must be willing to obtain a minimum of 15 hours of training each year scheduled & attended on your own.
- Have the experience/knowledge/personality necessary to develop consistent, stable, and supportive relationships with very young children.

### Nature of Work

Must be able to do the following:

- Communicate effectively with infants, toddlers, their parents, and other staff.
- Provide quality, nurturing care to infants and toddlers enrolled in the program.
- Manage a group by yourself or with an Assistant Teacher of infants/toddlers.
- Plan and implement an age-appropriate curriculum.
- Demonstrate skills to properly address developmental & social/emotional needs of infants and toddlers.
- Conduct and document developmental screenings and assessments of children. (ASQs)
- Maintain effective, working relationships with children, parents, and staff.

Teachers are responsible for the following:

#### Interactions and Relationships with Children and Families

- Warmly greeting children and parents upon their arrival at the center and helping children separate from parents as they leave
- Responding non-defensively and courteously when parents have concerns
- At all times, using low, calm voice tones when communicating with children
- Moving to the children to talk rather than calling from a distance
- Engaging in frequent face-to-face, eye-to-eye communications with children
- Responding quickly to children who are in distress
- Treating children and families of all races, religions, and cultures equally with respect and consideration
- Helping children to know, accept, and appreciate themselves as individuals
- Stating directions in positive terms & only 1-2 at a time, depending on their development/attention span
- Establishing reasonable limits for children & gently pushing them beyond those limits for teaching/growing purposes
- Using non-punitive ways of dealing with inappropriate behaviors and exercising authority without undermining children's self-worth
- Encouraging children to use words rather than force to solve their problems
- Modeling appropriate ways to behave

#### *Classroom Management and Curriculum Development*

- *Arriving on time & ready to teach to be ready for the first child*
- *Arranging and maintaining the classroom centers as appropriate for the age group & development with the willingness to accept when something isn't working or causing behavior issues to change*
- *Writing & implementing daily, developmentally appropriate lesson plans to include learning goals and*

*objectives which are linked to specific curriculum activities and to all developmental domains of children: emotional, social, cognitive, and physical. Plans include individualizing activities for specific children as well as group plans.*

- *performing ongoing observations of children to assess their skills and abilities*
- *Being accountable for the care of classroom materials*
- *Planning and smoothly managing daily routines and transitions*
- *Being able to focus on individual children while being aware of what is happening throughout the classroom*
- *Providing a safe environment to reduce and prevent injuries and/or injuries*
- *Reporting the need for classroom repairs*

***Professional Practices***

- *Following the center's policies and procedures*
- *Maintaining confidentiality of families and children*
- *Attending early childhood education workshops*
- *Being conscientious in use of sick leave*
- *Being punctual and calling when unforeseen circumstances cause lateness*
- *Refraining from gossiping about other staff members or families*
- *Maintaining cordial and harmonious professional relationships with other staff members*
- *Readily and cooperatively adapting to new or changing situations*
- *Following through, in a timely fashion, on assigned tasks*
- *Accomplishing duties with a minimum of supervision*
- *Taking initiative to do what needs to be done without being told every time*