**LEAD TEACHER**

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| **Overview** | The lead teacher develops and maintains a program that meets the social/emotional, physical, cognitive and language needs of both the individual child and the group.  |
| **Areas of Accountability** | Classroom Management* Supervise and ensure the safety of all children at all times
* Develop and implement group and individual lesson plans weekly based on Head Start standards and CORE curriculum goals/objectives aligned with the Pennsylvania learning Standards
* Prepare and maintain a classroom environment that is safe, clean, and innovating
* Interact with children during play and routine times to support their learning
* Talk with the children throughout the day in English to help build their language skills (informal conversations)
* Use appropriate and positive guidance methods with children, teaching problem-solving skills and mediating conflict resolution

Center Management* Adhere to the center’s policies and procedures as set forth in the *Chinatown Learning Center* handbooks
* Adhere to DPW regulations, Head Start Standards and NAEYC Code of Ethics
* Know and support the mission of *Chinatown Learning Center*

Staff Management* Orient, supervise and evaluate classroom staff including volunteers, as requested by Director
* Maintain a positive working relationship with co-workers, demonstrating respect, flexibility and teamwork
* Encourage classroom staff to contribute to the planning process

Continuing Education And Training* Meet annual professional development goals required by center’s current Keystone Star level
* Self-assess professional development needs and goals; seek and plan training opportunities accordingly

Program Management* Attend staff meetings, Open House, in-service days, and monthly parent meetings
* Inform Director of classroom needs (materials & equipment) in a timely way
* Report to Director any suspected child abuse or neglect

Children and Families* Observe and assess children’s development at regular intervals, documenting learning through use of staff notes, *Ages and Stages* screening tool (within 45 days of enrollment) and Work Sampling assessments
* Maintain all classroom and students’ records and files
* Share information with families about their child’s development and learning through parent-teacher conferences
* Establish and maintain a positive communication style with families through daily informal and written exchanges
* Use observations and assessments to inform planning and provide a basis for parent-teacher conferences
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| **Qualifications** | Educational Requirement* Bachelor’s degree in Early Childhood Education or related field

Physical Qualification* Occasionally lifting individual children, up to 40 lbs
* Taking part in outdoor activities

Mental Qualification* Ability to communicate effectively with children and adults
* Effective reading and writing skills
* Sensitivity to individual needs of children, families, and co-workers
* Capacity to delegate work
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| **Reports to** | Director |
| **Wage Classification** | Fulltime, Non-exempt; Wage based on experience |

To succeed at Chinatown Learning Center, all staff . . .

* treat all children and families with respect and dignity,
* are dependable and reliable,
* display energy and humor,
* take initiative and follow-through,
* maintain a professional appearance at all times,
* are creative and resourceful,
* seek solutions to problems,
* communicate and resolve conflicts effectively,
* enjoy challenges and demonstrate willingness to grow professionally,
* and rely on teamwork.