**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 |
| **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 |
| **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.