

**Mariposa Child Care Center
Job Description**

Job Title: Lead Teacher

Reports to: Director

Summary: Applies knowledge of sound early childhood education, development concepts and principles within the goals and philosophy of the school by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Coordinates developmentally appropriate curriculum schedules and maintains EEC regulations.*
2. Monitors and observe the daily operation of the classroom for safety, positive interaction and productive educational activity.*
3. Oversees performance of classroom teachers and assistants; performs and prepares the employee performance evaluations on an annual basis and submits to director.
4. Addresses, monitors and documents issues, concerns and problems of each individual child and discusses with teacher.*
5. Develops and maintains a positive and confidential relationship with the parents of every child, including thorough communication about the program and each child's progress.*
6. Encourages parent interest and involvement in the program. Seeks a partnership with parents. Maintains confidentiality.*
7. Completes children's evaluations as required. Maintains accurate knowledge of documentation in children's files. Meets with parents during the year as required.*
8. Orientates and train new employees to review policies, procedures and classroom-wide rules and regulations.*
9. Adheres to all established policies, procedures and code of ethics.*
10. Participates in required training programs, conferences, courses or other aspects of professional growth.
11. Attends staff meetings as required.

12. Performs teacher responsibilities when substituting for another staff member in any classroom as needed.
13. Reports any suspicion of child abuse or neglect to the appropriate party for follow through.
14. Perform other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); CDA or two-years Associate degree required. One year of experience as lead teacher required or three years as teacher.

Language Ability:

Ability to fluently communicate in Spanish. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write daily reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates and Licenses:

EEC Lead teacher Certificate required. To perform this job successfully, an employee should have knowledge of Microsoft Word.

Certificates and Licenses:

CPR certified and First Aid certified.

Supervisory Responsibilities:

Directly supervises two employees in the Assigned Classroom. Carries out supervisory

responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit on chair/floor; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Signature

Date