

Position/Title: **Lead Teacher-Early Learning Center**
Classification: Full Time Exempt
Reports To: Director-Early Learning Center, Lawrence, MA

QUALIFICATIONS:

- Must have a minimum of an Associate Degree in Early Childhood Education: or a Baccalaureate Degree/Advanced Degree in Early Childhood Education; PLUS have current EEC Lead Teacher Licensure in IT and/or Pre-school. Certification in both is preferred;
- Demonstrated skills in classroom management and the ability to effectively guide and mentor other staff;
- Dependable and efficient with strong interpersonal, planning and organizational skills, and the ability to work in partnership with parents and children;
- A non-judgmental attitude and sensitivity to children who may have behavior problems and to parents who may lack appropriate parenting skills;
- Effective leadership and crisis management skills, the ability to adapt to change, performs multiple tasks, and work independently with minimal supervision;
- Current first Aid/CPR Certification (or within 3 months of employment);
- Outgoing and enthusiastic with the ability to work as part of a team with others;
- Knowledge of group process - must agree to work in harmony with other staff
- A strong commitment to excellence, professional ethics and the desire to work in a team centered environment; the ability to read/write and express oneself in English;
- Show documented proof of current physical exam, negative TB test and proof of MMR immunity. (Hepatitis B immunity is advisable). A CORI check is require;
- Current driver's license and transportation preferred;
- Commitment to the philosophy and goals of the YWCA;

YWCA MISSION:

All YWCA employees are expected to know and understand the YWCA Mission, model the tenants of the Mission, and advocate for economic empowerment and racial justice.

DESCRIPTION OF POSITION:

The Lead Teacher is responsible for all aspects of the daily operation of her/his assigned classroom ensuring that it functions at the highest quality standard and meets criteria established by EEC state licensing guidelines including staff to child ratios, health & safety policies and emergency procedures. She/he leads the teaching team, guides and evaluates teachers and assistant teachers while demonstrating a balance of compassionate caregiving and professionalism. The Lead Teacher plans and implements classroom curriculum, maintains children's records, communicates information to families, and maintains a safe, healthy, warm, engaging, and attractive environment. Responsibilities include but are NOT limited to the following areas:

LEADERSHIP, STAFF MANAGEMENT AND SUPERVISION:

- Supervise, guide, mentor and evaluate the performance of program staff and ensure that decision making and accountability is encouraged on the lowest appropriate levels;
- Empower and evaluate professional employees using coaching and mentoring techniques and model behaviors that support the overall Mission and philosophy of the YWCA; Part of your evaluation is directly related to how well you manage and develop your staff.
- Encourage and support professional development opportunities and ensure that staff meet licensing and accreditation standards;

PARENT INTERACTION & COMMUNICATIONS

The YWCA provides childcare to parents so that they may work and become economically self-sufficient in order to provide for their family. It is the responsibility of the Teacher to nurture and maintain open lines of communication with parents, provide support and referral services as needed, and to act as a resource to the parent in the areas of age-appropriate parent-child interaction. This includes but is NOT limited to the following:

- Keep parents informed of program expectations, program activities and their child's progress;
- Encourage parent involvement and support through a variety of channels i.e. parent communication boards, monthly feedback forms and regular communication regarding daily activities, child interactions and individual progress reports;
- Greet parents in a friendly manner and encourage their feedback;
- Conduct 2-3 parent conference meetings per school year
- Work with parents to ensure a smooth home-to-school transition and keep them involved in their child's education.
- Provide resources to parents, and support parent in roles regarding behavioral, individual educational plans, core evaluations, etc.
- Participate in two family nights a year

CLASSROOM MANAGEMENT:

The lead teacher is responsible for all aspects of the classroom environment ensuring that it meets all criteria established by licensing and NAEYC accreditation standards. The Lead teacher's role is to design the classroom to promote interesting areas that are well organized, attractive and rotated regularly. This includes but is NOT limited to the following:

- Manage the classroom and lead your team of teachers and teacher assistants.
- Take responsibility for the overall success of all aspects of your classroom;
- Monitor the overall condition of all child care space and any other areas children may utilize (i.e. safe, clean, neat);
- Ensure that children are supervised at all times and that they are involved in safe and developmentally appropriate activities that meet their physical, emotional, intellectual and social needs;
- Plan, coordinate and facilitate daily activities, assisting children in classroom learning activities, both in small and large groups and on an individual basis;
- Provide supervision and guidance to other staff and/or volunteers who are assigned to your classroom;
- Maintain ongoing observation and anecdotal records of children to use in curriculum planning and referral services if necessary;
- Maintain children's daily attendance and meal attendance records. **Follow up on children who are out for 3 or more days;**
- Know all emergency procedures and ensure that any new staff assigned to your classroom is well versed in YWCA emergency systems and procedures;
- Develop and maintain a classroom environment that promotes positive interactions with staff, children and parents;
- Plan and implement activities to model and encourage the development of mutual respect between children and adults;
- Facilitate the development of self-control in children by using consistent, positive guidance techniques as outlined in the YWCA Behavior Management Policy;
- Complete and submit all required paperwork and reports to your supervisor on time;

CURRICULUM ASSESSMENT & OBSERVATION

The curriculum is a way to ensure that the teacher is intentional in planning a daily schedule that maximizes children's learning through effective use of time, materials used for play, self-initiated learning, and creative expression. Linking the curriculum with the assessment tools is critical in developing individualized learning. Assessment is the process of observing, recording and otherwise documenting what children do and how they do it as a basis for a variety of educational decisions that affect the child.

- Implement the Breakthrough To Literacy curriculum and monitor individual student progress;
- Incorporate outdoor activities in your daily curriculum ensuring a well-balanced and healthy daily routine;
- Develop culturally appropriate activities and programs with written lesson plans.
- Develop activities that introduce math and literacy concepts.
- Observe children and record their progress by keeping daily notes;
- Complete the ITERS * ECERS environmental assessment annually;

QUALITY COMPLIANCE

The YWCA is committed to providing the highest standard of quality care and education to the children we serve. The Lead Teacher is responsible for providing a safe, progressive and developmentally appropriate program in accordance with all relevant legislation, policies and procedures.

- Complete health and safety checklist on a daily basis, report any issues immediately to Director and follow-up when completed.
- Know and comply with EEC Licensing Standards and NAEYC Accreditation Standards
- Know and maintain USDA Food Service Program guidelines and reports
- Know and implement emergency procedures.

PROFESSIONAL GROWTH & DEVELOPMENT

To meet the highest program standards staff must possess the skills and education to provide those services. The YWCA is committed to supporting the individual professional growth and development of our lead teachers. Lead Teachers are expected to engage in as many activities as possible to build their skills and further their professional goals.

- Participate in a minimum of 20 of training annually with at least 5 hours dedicated to special needs training and ensure that all training and certifications are entered into your PQR;
- Complete and maintain a written Individual Professional Development Plan and a Professional Work Portfolio;
- Attend scheduled staff meetings and increase your childcare skills and competence by taking advantage of ongoing training opportunities.

PHYSICAL & MENTAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to sit (at times on the floor with children) and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Work is varied in nature and is performed with frequent interruptions and some emergency situations, which demand the ability to respond immediately, calmly, effectively, and efficiently.

It is expected that all program staff will function as self-directed members in a team effort. Your activities and performances should meet appropriate professional standards and adhere to the philosophy and Mission of the YWCA.

Signature/Staff Person

Date