



Job Description Lead Teacher

Professionalism

- Respect and maintain confidentiality about center issues regarding children, families, faculty and the center operations.
- Support and understand Snoqualmie Ridge Early Learning Center's mission, goals and policies
- Responsible for all required paperwork for Snoqualmie Ridge Early Learning Center, State and Federal
- Attend faculty meetings, family events, community events and all required events (refer to contract)
- Continue professional development by attending early childhood education classes, seminars and on-site training
- Understand the ages and stages of child development
- Take constructive criticism and feedback positively
- Report to work on time and maintain consistent attendance
- Be flexible about changing your working schedule
- Dress, look and act professional at all times
- Model excellent behavior for the children
- Do not talk on your cell phone while in class
- Do not use the computer for personal use while supervising children
- Inform families if you are going to be on vacation or on sick-leave

Health and Safety

- Follow all the safety and health policies of Snoqualmie Ridge Early Learning Center (Please read all handouts thoroughly).
- Always know the number of children in your care
- Supervise children at all times
- Complete all required paperwork (accident reports, medication etc.)
- Keep a clean, safe and clutter-free environment in your classroom and other areas including the center playground, staff resource room and library.
- Always make sure the playground is clean and safe
- Teach the children the playground rules and be consistent
- Teach and encourage children to establish safe and healthy practices

Curriculum

- Attend curriculum meetings with the Program Coordinator
- Implement a developmentally age appropriate curriculum
- Teach around the individual developmental levels of the children

- Provide a variety of materials and experiences that encourage children to be creative, think, problem solve and experiment
- Rotate center materials and learning toys weekly
- Plan weekly activities, projects and lessons in Math, Language, Science, and Social Studies and any other required areas
- Have weekly lesson plans and newsletters completed on time; turned into the Program Coordinator every Thursday and emailed out to families by Friday. One must also be posted in your classroom. Please have a few hardcopies available if requested by families.
- Implement your weekly planned activities
- Make sure your daily schedule is balanced and it includes: indoor and outdoor activities, quiet and active activities, and fine and gross motor activities
- Be flexible about changing the classroom schedule around the needs of the children
- Implement Galileo Technology for each child on a monthly basis. All assessments must be done prior to conferences
- Make a portfolio of each child's works, accomplishments and documentation. Add at least 1-2 projects/pages per month to each child's portfolio
- Assist the children with journal writing
- Implement diversity in your classroom by providing a variety of anti-biased, non-sexist experiences and materials
- Provide plenty of structured activities as well as free choice activities
- Get down at the children's level
- Participate in parent conferencing. Be prepared for conferences. Have 3 positives things to say and only one challenging thing about the child. Have portfolios ready, a report card (for older children) and assessments ready. Ensure that you have established a partnership with each family which includes know the names of the parents of each child.
- Have an email list and emergency contact sheet for all the children in your class. Request this information from the front desk, if and when you need updates.
- Be sure to know where every child is academically, socially and emotionally
- Be able to work with children in large, small, and individual groups

Teamwork

- Assume a fair share of work. Take initiative.
- Establish and maintain professional relationships of respect with co-workers and administration
- Share and take ideas with co-workers
- Participate in team planning
- Communicate respectfully to resolve conflicts
- Avoid gossip
- Assume additional center responsibilities as needed such as cleaning, administrative help, preparing bulletin boards, working in other classrooms, etc.
- Be willing to switch schedules with your assistant or co-teacher
- Do not discuss salaries

Leadership

- Orient new faculty to classroom routines, schedules, curriculum practices and children and families
- Be in charge and take leadership and accountability over your classroom
- Make a substitute folder in the event you are out of your class, on vacation, or on sick-leave

- Collaborate in developing a plan to implement classroom goals and classroom duties
- Make sure that the daily routines and responsibilities are shared and taught to all new faculty members
- Model appropriate behavior with children, families and faculty

Interaction between faculty, children and families

- Interact respectfully and affectionately with all faculty, children and families by smiling and speaking in a kind, friendly tone.
- Welcome all families and children as they enter your classroom
- Be flexible and supportive of new children and their families that are transitioning in your class.
- Practice Positive Discipline Procedures with the children in your care
- Model appropriate behavior
- Understand feelings of the children and families
- Be responsive to children's needs and requests
- Acknowledge all families in the center (whether they are in your classroom or in the hallway)
- Share rich and appropriate experiences that the child had in your care
- Always respond to parents with respect, interest and sensitivity
- Be confidential about family personal issues
- Acknowledge tours and introduce yourself if possible.

Physical Requirements

- Must follow state, federal and Snoqualmie Ridge Early Learning Center's policies and procedures which include state background check, TB tests, and first aid and C.P.R. certification.
- Respond appropriately to multiple and unexpected situations
- Frequently lift, move, and hold children from 10 to 40 pounds
- Maintain physical and mental alertness and appropriate level of energy

Educational Requirements

Must have one of the following educational requirements:

- Child Development Associate
- AA in Early Childhood Education or related field
- BA in Early Childhood Education or related field
- MA in Early Childhood Education or related field

And all of the following:

- Must meet federal and state requirements and maintain credentials for the position.
- Must have classroom experience as a lead teacher in a school, kindergarten, preschool or toddler program
- 20 Hours of STARS/Merits Training and 10 continuing STARS/Merits training hours annually