



Lead Teacher Job Description

Job Classification

Teaching staff

Required Qualifications

A Lead Teacher must:

- Be at least 18 years of age
- Have a high school degree or equivalent education
- Bachelor's degree in Education or Early Childhood Education or comparable degree
- At least two years experience working with children of a similar age
- Demonstrated use of child-centered teaching strategies and successful classroom management skills
- Submit to a background check
- Be mentally and physically capable of caring for a group of 10-16 children
- Possess a strong work ethic, be punctual, and have minimal absences
- Have an awareness of the unique needs of preschool-aged children
- Be available for hours scheduled between 8:00am and 4:00pm Monday – Thursday in alignment with the public school calendar
- Current CPR/First Aid and Food Worker Card or ability to obtain upon hiring
- Be able to kneel, bend, squat, lift, push, pull, and carry up to 50 lbs
- Be prepared for frequent exposure to weather elements, such as high and low temperatures, precipitation, and wind

Required Expectations

- Ensure the safety and well-being of each child by responding to their emotional, social, physical, and educational needs
- Be warm and nurturing with children
- Be a positive role model for all staff and children
- Ability to work well with others (staff, children, parents) and to foster a team environment
- Be collaborative and communicative with teaching staff

Responsibilities and Duties

Including, but not limited to, the following:

- Plan and implement a developmentally appropriate, nature-based curriculum aligned to Early Learning and Developmental Guidelines
- Incorporate developmentally appropriate daily classroom activities
- Collect required anecdotes and information for ongoing assessments, curriculum planning, and family communication
- Maintain frequent communication with parents through informal discussions, progress reports, and parent-teacher conferences
- Supervise assistant teacher, classroom aide, and classroom volunteers to ensure they are following planned activities, hygiene and safety standards
- Maintain a physical environment that is clean, safe, orderly, and conducive to optimal growth and development of children
- Ensure joyful and stimulating classroom experiences to preschool children

- Attend trainings and staff meetings as required
- Maintain an individual professional development plan and 10 hours of professional development annually to ensure continuous personal growth
- Maintain a professional self-image and project the values of the organization at all times
- Other duties as assigned by the Director

Immediate Supervisor

The Lead Teacher reports directly to the Preschool Director.

Benefits

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Please note the above job description is meant to be a guideline and does not list all job responsibilities of the Lead Teacher