



Lead Teacher Job Description

Job Title: Lead Teacher **Reports to:** Preschool Director Hours: Full time/40 hrs a week
Salary: \$43,120 Exempt. Benefits: Medical, vision, dental, Simple IRA, for
the employee, not for any dependents or family members.

Process: Job posted 10/10, closed 11/1. Interviews 11/6-11/17. Start date: 12/11/17.

Mission: The Highlandtown Preschool provides high-quality and accessible early learning opportunities to the economically, linguistically, and culturally diverse families of Southeast Baltimore. Through a student-centered, hands-on approach to learning, and with a strong focus on community, our students develop their social, emotional, academic, and spiritual abilities.

Vision: The Highlandtown Preschool will help foster a Southeast Baltimore community where young learners from all backgrounds are prepared for success in school, where parents are informed and empowered to make educational decisions for their children, and where local residents and organizations work together to support families and students.

Position Summary: The Early Education Lead Teacher is responsible for the academic, spiritual, social-emotional growth and development of students ages 3 and 4 years of age; develops partnerships with birth parents/child's caregivers to engage and encourage parent participation in program.

Key Knowledge:

- Understand developmental stages and milestones from infancy through age twelve, major theories of child development, and how children learn
- Understand methods of assessment and observation techniques used to observe and evaluate children
- Understand inclusionary practices based on national standards and best practices in early childhood education
- Knows how to establish an inclusive child care environment, and meet the needs of all children in care
- Develop and use strategies for positive child guidance and discipline based on theory and best practices
- Understand the impact of health, nutrition, family, and parenting styles on child growth and development
- Understand the influence of culture and community on child development
- Understand the responsibilities of identifying and reporting incidents of child abuse and neglect

Duties and Responsibilities:

- Develop weekly plans and implements age appropriate curriculum to nurture and stimulate all domains of children's development in their care.
- Provide a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Perform on-going developmental evaluations of children as required by the program and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- On a continual basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- Prepare developmental progress reports as needed.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic, spiritual, and familial values into the childcare program and lesson plans.
- Complete child transition and orientation of the classroom with parents and maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.
- Assist families with children's transitions from home to preschool and preschool to kindergarten.
- Maintain up to date emergency forms, curriculum plans, individual child development profile and other records as needed.
- Assure a healthy, safe, clean and developmentally appropriate environment for children.
- Assist with the supervision, training and guidance of substitutes, aides and volunteers for the classroom setting.
- Report all staffing and classroom concerns to the director in a timely manner.
- Participate in educational development opportunities.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description

Required Qualifications

- Education:
 - High School Diploma/GED, 90 hour course in Early Childhood
- Experience:
 - Previous teaching experience required and experience working with young children. Should have a thorough understanding of early childhood education.
- Personal Qualities:
 - Friendly, inviting, self-motivated, even-tempered and adaptable.

Preferred Qualifications

- Conversational Spanish
- Teaching degree in early childhood education.
- CPR and first aid certification
- Personal experience in a faith community, comfort with religious language and content, openness to varied religious and spiritual understanding, and demonstrated appreciation of this particular Lutheran

community.

Other:

- Physical Requirements

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. While performing the duties of this job, the employee is required to:

- Walk, hear, speak, and physically manipulate objects.
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.

- Criminal Background Check (FBI & State)

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all of the responsibilities and activities required of the position.

To Apply:

Send a resume and cover letters to: highlandtownpreschool@gmail.com