

# Innovative Services NW Job Description

## Job Title: Lead Teacher (Early Learning)



**CLASSIFICATION:** 24

**HOURLY/SALARY RANGE:** \$19.00 - \$22.00

**REPORTS TO:** ECEAP SUPERVISOR

**EFFECTIVE DATE:** 10/14/2020

**SUMMARY:** The Lead Teacher creates instructional direction and support to children ages 2.5 to 3.5 years old. This includes classroom instruction, staff oversight, maintaining health and safety standards, family support, and compliance with all Early Learning Standards, laws, and related regulations.

### **ESSENTIAL FUNCTIONS:**

#### **Classroom instruction**

- Plan and develop a daily schedule of classroom routines and activities. Prepare and implement lesson plans in accordance with the program service plans. Provide an integrated, child centered, comprehensive curriculum and multicultural environment, which meets the needs of every child, including non-English-speaking students or those with physical and mental disabilities
- Interact positively with all children to support their individual learning and meet their emotional needs, creating positive relationships with children
- Model appropriate behavior—positive guidance techniques
- Help keep classroom looking neat and professional

#### **Staff oversight**

- Collaborate with Classroom staff to prepare and organize the classroom and classroom materials in accordance with the planned classroom program
- Demonstrate and encourage open communication, mutual respect, mutual support, competence, and creativity among all individuals.

#### **Maintain health and safety**

- Teach and oversee health habits in the classroom, i.e. hand washing, tooth brushing, etc.
- Administer first aid as needed
- Check indoor and outdoor environment for safety hazards; report concerns to the director

#### **Support positive family interactions**

- Communicate regularly with families in a positive, culturally-aware manner and involve them in the early learning program.
- Collaborate with program team in planning and facilitating family events/meetings.
- Maintain program, staff, and client/family confidentiality

#### **Compliance**

- Complete written observations of individual children throughout the year; develop a learning plan for each child within 90 days of school entry and maintain complete confidential records on each child
- Maintain all records relevant to classrooms, families, and community (files, meal counts, attendance, reports, Teaching Strategies GOLD observations, etc.)
- Attend required meetings and trainings
- Make sure all individual licensing/training requirements are kept current

#### **Perform other duties and projects as assigned**

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works in a preschool setting. The noise level is moderate to loud. Spaces may be somewhat confined. Experiencing strong odors and unpleasant bodily fluids are a part of working with children in this age group. Occasional climbing onto a play structure to help a child to safety may be required. The employee will be required to be outdoors with the children in all kinds of weather including wind, rain, cold and snow.

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**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.

The environment will require active movement working with children. While performing the duties of this job, the employee will frequently be required to stand; walk; bend, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. A strong voice is required to maintain classroom control, sing with the children and converse with parents. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (classrooms are kept dark at naptime). Other unforeseen physical demands may occur during the course of a first aid emergency or a disaster. In the classroom, the employee will frequently need to work with very small children and so will often be on their knees or in a floor sitting position. The employee must frequently lift and/or move children up to 30 pounds.

**POSITION TYPE AND EXPECTED HOURS OF WORK:** This is a full-time (30-40 hours/week) hourly position. The childcare center hours are Monday through Friday 7 a.m. - 6 p.m.

### **REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE**

- A valid Washington State Teaching Certificate with an endorsement in Early Childhood education (Pre-K-Grade 3) or Early Childhood Special Education is preferred. However, an Associate or higher degree with the equivalent of 30 college quarter credits in Early Childhood Education (ECE) is accepted. These 30 credits may be included in the degree or in addition to the degree, OR complete and adhere to the goal deadlines in a Professional Development Plan.
- Experience working with children 12 months to 5 years of age and/or family service involvement with a focus on Special Services
- Demonstrate (during a working interview) knowledge of early childhood growth, development and appropriate practices
- Basic STARS (30 hours) training required within 90 days of hire date; 15 hours of STARS approved training required every year thereafter
- Must pass a criminal history background check, obtain CPR and First Aid certifications, show proof of a negative TB test and obtain a Food Handler's card prior to first day of work
- Ability to lift 30 pounds or more
- Proficient in the English Language; multi-lingual preferred
- **All employees of Early Learning are required to be fully vaccinated against COVID-19**

### **College Credit**

When additional required college credit is required for ECEAP staff, Innovative Services NW will follow the ECEAP Performance Standards and Department of Early Learning Related guidance.

### **AAP/EEO STATEMENT:**

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**AN EQUAL OPPORTUNITY EMPLOYER**

