



Lead Teacher

Job Summary

Plans and implements the daily curriculum for children in the classroom. Oversees and coordinates the children's personal care, hygiene, learning activities, specialized programs and positive guidance. Maintains classroom records and developmental checklist. Ensures that classroom and other play areas are consistently clean and safe. Informs parents of their children's progress on a daily basis. Supervises and directs activities of assistant teacher assigned to the classroom. Keeps director informed on a timely basis of pertinent issues regarding staff, children, families, and the program.

Primary Duties and Responsibilities

Education and Curriculum

- Plans and implements curriculum activities and lesson plans that promote children's social, emotional, physical, and cognitive development. Implements program schedule for the classroom, outdoor time, meals, snacks, and special activities.
- Uses positive guidance techniques consistent with state regulations, counsels children when social, academic or adjustment problems arise.
- Keeps accurate and current records of each child's developmental milestones, student accidents, anecdotal records, and attendance.
- Establishes developmentally appropriate room arrangement, décor, and learning environment in the classroom.
- Plans formal and informal parent conferences with director's guidance.
- Provides written communication to parents of infants, toddlers, and two-year olds. For other age groups, ensures that daily list of activities is posted for parents. Maintains classroom bulletin boards.



- Has strong working knowledge of Texas Minimum Standards as they pertain to center operations.

Interactions with Parents, Staff, and Director

- Meets with prospective families and communicates appropriately with potential new customers.
- Supervises specific classroom's assistant teacher in all aspects of their position; mentors assistant teacher to develop the required skills and expertise needed to ensure classroom curriculum is implemented and an appropriate classroom environment is maintained. Assists in formal review process of assistant teachers.
- Assists in training new staff and familiarizing them with program practices, forms, and schedules.
- Establishes and maintains primary caregiver groups.
- Observes, records, and reports to director any significant behavior of children or staff that could adversely affect the quality of care provided.
- Actively participates in center events, staff training sessions, meetings, and programs.
- Immediately notifies director of needed repairs to the building, play area, equipment or toys throughout the facility. Ensures that children are not exposed to equipment or situations that could affect their health or safety.
- Accepts temporary work assignments in the event regularly scheduled staff is not available, such as answering the phones, cooking, assisting in management of program.

Health and Safety

- Implements appropriate emergency procedures in the event of fire, tornado, chemical leak, or other emergency situations.



- Administers CPR/First Aid or other appropriate emergency procedures in the event of serious student accidents or emergencies
- Properly maintains educational materials and equipment; ensures that children are using equipment in an appropriate manner.
- Keeps classroom and other play areas safe, neat, and clean.

Reporting Relationships

The lead teacher reports directly to the director, he/she also takes direction from other center management personnel.

The lead teacher supervises the day-to-day work assignments of the assistant teacher in his/her classroom.

Qualifications

The lead teacher must meet or exceed state licensing requirements for age, education, and experience. Previous work experience is preferred. A Bachelor's, Associate's degree in Early Childhood Education, or CDA is preferred.

Must be able to repeatedly bend, stoop and run; must repeatedly lift and carry children. Must be able to effectively interact and communicate with children and parents.

The lead teacher must maintain at least 24 hours of training each year.