



90 28th Ave SE  
Watertown, SD 57201  
605-882-6646

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Lead Teacher</b>
<b>Reports to:</b>	<b>Team Lead Teacher and Director of Education</b>
<b>Status:</b>	<b>Full-time, Regular</b>
<b>Classification:</b>	<b>Exempt</b>
<b>Schedule:</b>	<b>4 – 10 hour days per week</b>

### **Job Summary**

The Lead Teacher is responsible for implementing a safe and stimulating environment that incorporates a play-to-learn program and managing the day-to-day operational activities of the classroom. This role will create a weekly lesson plan and ensure that the activities are being implemented in the classroom. The Lead Teacher will collaborate with the other teachers in the classroom to ensure the development and safety of the children in their care in accordance with federal, state, and Our Little Village Learning Center policies. The Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns. This role must be comfortable in a Christian environment, leading children in prayer, implementing biblical principles and presenting a Christ-centered curriculum. This role will occasionally work with volunteers and community members in planning activities as needed.

### **Essential Duties:**

#### **Classroom Management**

- Work in collaboration with the Team Lead Teacher to ensure the classroom is safe and developmentally appropriate for the ages in the classroom.
- Create weekly lesson plans and ensure they are being implemented daily to include spiritual growth; fine motor growth; large motor growth; music and fingerplays; story time and books; and art/sensory activities that foster growth in all areas of development. All lesson plans need to be approved by the Team Lead Teacher.
- Ensure that the classroom is kept clean and orderly and that the cleaning list is completed daily.
- Responsible for delegating and assigning duties in the classroom to the Classroom Assistants and Floaters in the classroom.
- Supervise children at all times and with direct, visual observation of the majority of the children from location inside the classroom and while out on the playground.
- Respond compassionately to the needs of the children.
- Greet children and their parents at pick-up and drop-off times and relay any important information to the parents.
- Complete all documentations required by the state and Our Little Village.



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- Assist with mealtime activities and related record keeping.
- Assists with diapering and toilet training processes.
- Practice and model good cleaning and hygiene etiquette (Proper handwashing, cleaning and sanitizing toys, wiping tables, etc.)
- Use positive discipline techniques as outlined in the staff handbook.
- Communicate positively with the children
- Responsible for giving parents a minimum of 3 days when a child's supplies are running low (Diapers, wipes, breastmilk/formula, etc.)
- Make sure all teachers in the classroom are documenting activities and communication with parents in the ProCare app appropriately.
- Complete 10 hours of professional growth training every year including 6 hours of orientation training and CPR and First Aide certification within the first 90 days of employment.
- Keep well-informed on the staff handbook and understand and follow the procedures and protocols listed in it.
- Other essential functions as assigned by the directors and Team Leads, such as cleaning and organizing storerooms, kitchen clean-up, or other tasks.

### **Required Qualifications**

- Minimum of 2 years of professional childcare experience.
- Training and experience working toward the Level 4 in Pathways to Professional Development or related field of study. Associate's degree in early childhood education helpful but not required.
- Strong oral and written communication skills and basic computer skills.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification and maintain every 2 years.
- Must clear full background check.

### **Qualities and Skills**

- Reliable to show up when scheduled and keep absenteeism at a minimum.
- Be respectful of children, parents, staff members, directors, and any volunteers or visitors.
- Able to supervise a group of teachers and provide constructive criticism and communicate with them in order to ensure that all classrooms are adhering to the core values of Our Little Village Learning Center.
- Demonstrates maturity, friendliness, warmth, patience, understanding, tactfulness and courteousness.
- Is flexible, able to work in a team environment, and able to grow with constructive criticism.



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- Displays enthusiasm about teaching, independent responsibility, and ability to manage time efficiently.

### **Physical Requirements**

- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, may also be required to kneel, bend, squat or crawl.
- Able to interact with children in many types of activities including but not limited to lifting up to 45 pounds, bend down and be on the floor at the children's level and be able to get back up without aids.
- Must be able and willing to work outdoors in a variety of weather conditions.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_