

Position Summary:

- Our teachers are passionate about the development of children; they show each child love and kindness. The lead teacher will be responsible for maintaining a positive and age-appropriate educational environment, and create a program that meets the intellectual and emotional needs of all our children. The lead teacher will work closely with the Director to ensure our program provides education, physical health, emotional well-being and parental involvement to all students enrolled.

Lead Teacher Responsibilities:

- Plan activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy
- Meet the emotional, social and cognitive needs of each child
- Engage children in activities and play that stimulates their development
- Establish a professional level of rapport with each family in order to provide quality care
- Create and maintain an environment that is clean, organized, and safe for all children
- Supervise teacher assistants in the classroom and ensure they are following program policy and expectations
- Train any teacher assistants in the classroom and explain daily duties and responsibilities
- Plan daily activities that are developmentally age-appropriate
- Conduct child assessments and facilitate parent-teacher conferences
- Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- Prepare monthly parent newsletters and weekly lesson plans according to curriculum objectives.
- Be responsible for daily sheets and the daily activities regarding eating, sleeping, and diaper changing

Lead Teacher Qualifications:

- Be at least 19 years of age
- Have a high school degree or equivalent education
- Possess an Associate's degree in early childhood education or child development; or a Bachelor's degree in early childhood education, child development or a child related field.
- Submit to various background checks including those completed through the Department of Human Services and the Michigan State Police Department
- Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- Complete a Tuberculosis test and physical and provide a physician's documentation of both
- Be mentally and physically capable of caring for a large group of children alone in a classroom
- Possess a strong work ethic, be punctual, and have minimal absences
- Have appropriate expectations of their abilities and be aware of their individual needs
- Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- Be available for full time employment and available to work as late as 6:30 pm
- Maintain a professional self-image and project the values of the organization at all times
- Have reliable transportation