

Early Impressions Preschool & Child Care

Position Description – Lead Teacher - Tuition



Job Title	Lead Teacher - Tuition	Position Type	School Year; Part Time
Wage/Salary	\$18.00-\$20.00 (based on education & experience)	Direct Supervisor	Site Director

Job Summary

As a Lead Teacher at Early Impressions Preschool & Childcare Centers, you will play a key role in creating a safe, nurturing, and educational environment that supports the developmental needs of children ages [insert age group]. You will work in compliance with Michigan childcare licensing requirements, ensuring high-quality care, early childhood education, and positive relationships with families and children.

Responsibilities

Child Development and Instruction:

- Plan, implement, and evaluate age-appropriate lessons and activities that promote the physical, cognitive, emotional, and social development of children.
- Foster a positive and stimulating learning environment, encouraging exploration, creativity, and problem-solving.
- Use observation and assessment tools to monitor each child's development and adjust teaching strategies as needed.
- Maintain a safe and supportive classroom environment that meets the individual needs of each child.

Compliance with Michigan Childcare Licensing Requirements:

- Ensure adherence to all Michigan Department of Licensing and Regulatory Affairs (LARA) and childcare licensing regulations, including child-to-staff ratios, health and safety protocols, and curriculum guidelines.
- Maintain accurate records of children's attendance, medical forms, incident reports, and other required documentation.
- Keep up to date with any changes in state regulations related to childcare licensing and implement them into classroom practices.

Classroom Management:

- Lead and supervise classroom assistants or support staff, providing guidance, direction, and mentorship.
- Implement positive behavior management strategies in line with Michigan's licensing standards and center policies.
- Promote respect and inclusion in the classroom, addressing any behavioral issues in a constructive and nurturing manner.

Family Engagement:

- Establish and maintain strong communication with families, keeping them informed of their child's progress, milestones, and any concerns.
- Actively involve parents in their child's learning process by providing resources and encouraging their participation in activities.
- Offer guidance and support to parents on early childhood development and parenting techniques.

Health and Safety:

- Follow all health and safety protocols, including proper sanitation, emergency procedures, and child supervision practices.
- Monitor children for signs of illness or distress, and report any concerns to the center director or relevant authorities as needed.
- Maintain a clean and organized classroom that is conducive to both learning and health.

Professional Development:

- Participate in ongoing professional development to stay current with early childhood education practices and Michigan childcare licensing requirements.
- Attend staff meetings, training sessions, and conferences as required to enhance teaching skills and knowledge.

Job Requirements

- Bachelor's degree in Early Childhood Education, Child Development or a related field (preferred)
- Associate's degree in Early Childhood Education, Child Development or related field (preferred)
- Any combination of approved routes to Lead Teacher qualifications as outlined in MiLEAP Childcare Licensing Rules
- Minimum of 1 year experience in early childhood education or childcare (preferred)
- Strong knowledge of childcare licensing rules and regulations
- Excellent communication and interpersonal skills, with the ability to interact effectively with children, parents and staff
- Ability to create and maintain a positive, inclusive and respectful classroom environment
- Flexibility, patience and a passion for working with children.
- CPR and First Aid certification (or willingness to obtain).

Salary & Benefits

- Health, Dental & Vision Insurance
- Simple 401(k) Retirement Plan
- Holiday Pay – eligible after 90 probationary period
- Free Child Care for Children 2 years and 6 months and older
- Paid Time Off (PTO)