



Little Love Learning Center

Job Description

Title: Lead Teacher

Job Summary: Teaches class and carries out a daily lesson plan that meets all Ohio State Standards and meets the physical and developmental needs of the children. A Lead Teacher must keep an open dialogue with the Administrator.

Workstation and Assigned Area: Will be assigned a classroom by the Administrator.

Supervises: Teacher's Assistants (if one is assigned to the class). Jointly coordinates any student teachers and/or college students to observe class with administrators.

Supervised By: The Administrator

Qualifications:

1. Be at least 18 years of age.
2. Have a High School diploma or equivalent.
3. Preferred Associate Degree in Early Childhood or Child Development Associate (CDA)
4. Be able to lift 40 pounds and be able to stand most of the day.

Requirements: According to Child care Licensing 5101:2-12-08

1. Must have all above qualifications.
2. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
3. Be fingerprinted by The Ohio Department of Job and Family Services (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
4. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
5. Complete 12 hours of in-service training yearly July 1st -June 30th.
6. Attend state required courses listed below
 - a. First Aid (at hire and every 2 years)
 - b. CPR (at hire and every 2 years)
 - c. Communicable Disease (at hire and every 2 years)
 - d. Child Abuse and Neglect (at hire and every 2 years)
 - e. Center Orientation.
 - f. The employer will pay for these services.

Major Policies and Procedures the must be learned:

1. All ODJFS Rules
2. Communicable Disease and exclusion of sick children.
3. First aide and medical emergency
4. Fire, Tornado, severe weather, and lock down drills
5. Child abuse reporting
6. Discipline
7. Cause(s) for termination of staff and students.
8. All Step Up To Quality Procedures

Major Duties and Responsibilities:

1. Preschool Key Holder
2. Assume responsibility for the general welfare and running of a classroom of children.
3. Be accountable for total classroom situations.
4. Plan and carry out developmentally appropriate activities for the classroom using the provided lesson plan form as required by Step Up To Quality (JFS 01513).
5. Maintain proper discipline in the classroom. Refer to the previous Discipline policy.
6. Encourage children to play properly and safely.
7. Evaluate the children's progress using the provided assessment tool.
8. Report any problems with children or parents to the administrator.
9. Always maintain confidentiality.
10. Submit lesson plans by Friday afternoon for the Administrator to review.
11. Any supplies needed should be requested by Wednesday (to be approved and purchased by the administrator by Friday)
12. Use the Early Learning and Development Content Standards to complete lesson plans.
13. Post lesson plan in classroom Monday mornings.
14. Post a newsletter in the classroom monthly.
15. Maintain a clean, neat, and organized classroom that reflects the age of the children that you are teaching. Any messes or accidents are expected to be cleaned up before departure.
16. Perform light housekeeping duties as needed such as: wiping down tables, washing dishes, cleaning restroom, vacuuming, etc.
17. Mark daily arrival and departure of children noting absences in Brightwheel.
18. Follow all policies and procedures regarding field trips.
19. Disinfect toys periodically as directed by the administrator.
20. Clean the restroom on the day you are assigned by the administrator.
21. Follow the cleaning schedule as set by the administrator.
22. Use of spray or aerosols is prohibited while children are present.
23. Report any suspected cases of child abuse/ neglect to the administrator and ODJFS
24. Be a Team Player. Be willing to assume responsibility for other appropriate tasks as determined by the administrator.
25. MUST attend all preschool programs and activities.
26. MUST attend staff meetings.

Statement of Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct.

To the best of my ability I will:

- Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their nurturing children.
- Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Maintain high standards of professional conduct.
- Recognize how personal values, opinions, and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

This statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession's responsibilities as set forth in the NAEYC Code of Ethical Conduct.

Signature of Employee

Date

	Initials	Date
CEO/Executive Administrator		