**Lead Teacher Job Description**

**Position:** Lead Teacher  
**Reports To:** Director  
**Location:** Around the Clock Childcare Center of Learning and Development  
**Status:** Full-Time/Part-Time

**Position Summary:**

The Lead Teacher is responsible for creating and maintaining a safe, nurturing, and stimulating learning environment that aligns with ATC’s play-based and Montessori-style learning philosophy. This role includes executing structured curriculum, overseeing classroom organization, ensuring compliance with WAC standards, and maintaining effective communication with parents, staff, and administration.

**Primary Responsibilities:**

**Classroom Environment & Organization**

* Maintain a **clean, organized, and developmentally appropriate** classroom environment.
* Ensure **materials are rotated** regularly to align with the curriculum and encourage exploration.
* Conduct **daily safety checks**, ensuring the classroom, play areas, and equipment are safe and hazard-free.
* Supervise and delegate tasks to assistant teachers and floaters.

**Daily Schedule & Curriculum Execution**

* Implement and follow **the ATC-approved curriculum**, including STEM, nature exploration, and social development activities.
* Facilitate **daily structured and unstructured activities**, ensuring a balance between play, learning, and rest.
* Maintain an inclusive learning environment, adapting lessons to fit the needs of diverse learners.
* Conduct **circle time, storytime, and sensory-based activities** in alignment with ATC’s learning philosophy.
* **Follow the daily schedule** to ensure consistency and structure for children.

**Child Supervision & Safety**

* Conduct **morning health and wellness observations** at drop-off, noting any concerns.
* Maintain proper **teacher-to-child ratios at all times** and ensure children are supervised adequately.
* Complete and log **injury reports and mandated reporting** in accordance with WAC and ATC policies.
* Utilize **walkie-talkies and Brightwheel** to maintain active communication with staff.
* Ensure all transitions (indoor/outdoor, meals, nap) are conducted safely and smoothly.

**Parent & Staff Communication**

* **Greet parents** warmly at drop-off and pick-up, sharing important updates on their child’s day.
* Log all child observations, behaviors, injuries, and developmental milestones into **Brightwheel**.
* Maintain an open line of communication with parents regarding their child’s progress and any concerns.
* Attend **bi-weekly playbook meetings** to stay informed on policy updates and classroom best practices.

**Compliance & Professional Standards**

* Ensure all activities align with **ATC policies, WAC standards, and safety protocols**.
* Maintain **daily attendance records** and document meal counts in compliance with CACFP guidelines.
* Follow the ATC **uniform policy**, presenting a professional appearance.
* Uphold ATC’s **philosophy of teamwork and empathy**, fostering a collaborative environment.
* **Update STARS classes yearly** to maintain compliance and professional development.

**Additional Responsibilities:**

* Participate in **staff development training, CPR/First Aid certifications, and continuing education** as required.
* Assist in planning **seasonal events, field trips, and parent engagement activities**.
* Provide mentorship to assistant teachers and support staff as needed.
* Maintain confidentiality of all children, families, and staff.

**Qualifications & Requirements:**

* Must meet **DCYF licensing requirements** for a Lead Teacher.
* Minimum of **one year of experience** in an early learning environment.
* Completion of **STARS training and active participation in professional development**.
* Strong organizational, communication, and classroom management skills.
* Ability to lift 25+ lbs and actively engage with children on the floor.

**Schedule:** Lead Teachers follow a structured schedule based on center hours. Flexibility is required for early morning or evening shifts.

**Compensation & Benefits:**

* **Competitive salary**, based on experience and qualifications.
* **Benefits** available after 90 days, including medical, dental, and vision.
* **Paid time off, professional development opportunities, and performance incentives.**

**How to Apply:**

Interested candidates should submit a resume and cover letter to **support@atccenter.org** or visit our website at **atccenter.org** for more information.

Around the Clock Childcare Center of Learning and Development is an equal opportunity employer.