**Three-Year-Old Lead Teacher**

1. **Professionalism/Business**
2. Must Have an CDA/Ancillary Certificate or Working Towards It, Associates and or Bachelor’s Degree
3. Meet State Requirements
4. Adhere to AppleTREE Academy’s Handbook
5. Work Overtime if necessary
6. Maintains a Professional Self-Image and Project the Values of AppleTREE Academy at All Times
7. Be a Positive Role Model for All Caregiving Staff and Children
8. Reports Directly to Director, Administrator, and or Closing Manager
9. Attend All Meetings, Events, and Parties
10. Obtain a Minimum of 12 hours of Continuing Education Per Calendar Year, Plus 3 Hours in Health and Safety.
11. CPR/First Aid Certification Must Be Current
12. **Students**
13. Be the Primary Care Giver for 13 Three-Year- Olds
    1. Engage with Three-Year-Olds In Activities and Play That Stimulates Their Development
    2. Ensure the Safety and Well Being of Each Child By Responding to Their Emotional, Social and Physical Needs
14. Monitor Two Year Old’s Developmental Growth
    1. TS Gold
    2. Class
    3. Progress Reports
15. Diaper Changing – Every Two Hours, As Needed or If Needed
16. Keep Children on a Potty Schedule
17. Monitor Cleanliness of Children for Departure
18. Closing Secondary Disciplinarian
19. Fill Out Sick or Accident/Incident Form and Give To A Manager
20. Periodically Check Students’ Temperatures As Needed
21. **Parents**
22. Communicate with Parents in a Professional Manner the Strengthens Their Child’s Experience at AppleTREE Academy
23. Attend Parent/Teacher/Management Meetings When Necessary
24. **Classroom/Outside**
25. State and Parish Teacher Observation
26. Manage Classroom
    1. Daily Schedules
    2. Curriculum/Lesson Plan
       1. Prepare Weekly Lesson
       2. Post Weekly Lesson in Facts Every Friday by 3:00pm
    3. Create a Weekly Parent Newsletter
27. Prepare for Event/Party Plans
28. Setting the Layout of the Classroom
29. Maintaining Bulletin Boards
30. Daily Record of Attendance, Observations, Sick Form and Accident/Incident Reports
31. Weather Permitting Children are to Go Outside Twice Per Day
32. Count Your Children Before Leaving the Classroom and Count Your Children Before Leaving the Playground
33. **Housekeeping and Maintenance**
34. Disinfect Classrooms as Needed
35. Create and Maintain an Environment that is Clean, Organized and Safe for All Three-Year-Olds
36. Retrieve Supplies Needed for the Classroom Before the Day Starts

Name Signature

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Date