**Two-Year-Old Lead Teacher**

1. **Professionalism/Business**
2. Must Have an CDA/Ancillary Certificate or Working Towards It, Associates and or Bachelor 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 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 11 Two-Year-Olds
    1. Engage with Two-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 Toddlers’ Developmental Growth
    1. TS Gold
    2. Class
    3. Progress Reports
15. Diaper Changing – Every Two Hours or As Needed
16. Monitor Cleanliness of Children for Departure
17. Closing Secondary Disciplinarian
18. Fill Out Sick or Accident/Incident Form and Give To A Manager
19. Periodically Check Students’ Temperatures As Needed
20. **Parents**
21. Communicate with Parents in a Professional Manner the Strengthens Their Child’s Experience at AppleTREE Academy
22. Attend Parent/Teacher/Management Meeting When Necessary
23. **Classroom/Outside**
24. State and Parish Teacher Observation
25. Manage Classroom
    1. Daily Schedules
    2. Curriculum/Lesson Plan
       1. Prepare Weekly Lesson
26. Prepare for Event/Party Plans
27. Setting the Layout of the Classroom
28. Maintaining Bulletin Boards
29. Daily Record of Attendance, Observations, Sick Form and Accident/Incident Reports
30. Weather Permitting Children are to Go Outside Twice Per Day
31. Count Your Children Before Leaving the Classroom and Count Your Children Before Leaving the Playground
32. **Housekeeping and Maintenance**
33. Disinfect Classrooms as Needed
34. Create and Maintain an Environment that is Clean, Organized and Safe for All Two-Year-Olds
35. Retrieve Supplies Needed for the Classroom Before the Day Starts

Name Signature

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Date