



City Kids School

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## Lead Teacher Job Description

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### I. Position Description

The Lead Teacher is part of a classroom teaching team that develops and provides a nurturing and responsive learning environment that meets the needs of enrolled children. The teacher is responsible for preparing and implementing developmentally appropriate curriculum activities for the class.

*Lead Responsibilities include but are not limited to the following:*

### II. Responsibilities

#### Curriculum Development/Teaching

- Arrive at school in enough time to be adequately prepared for each session.
- Plan, implement and supervise age-appropriate curriculum activities using knowledge of child development, child observations and program objectives.
- Plan, prepare and inform your Teaching Assistant of the weekly and daily lesson plans. Be prepared to show the director or parent if asked.
- Set Goals and objectives based on children's needs, interest, developmental level, taking learning styles and children's culture into consideration.
- Supervise Teaching Assistant (i.e.: set up duties, oversee activities within the Teacher Assistant Job Description).

#### Interactions with Children

- Interact with children in a respectful, kind manner, treating each child with dignity, as a unique and worthy creation of God.
- Bends low for child level interactions.
- Observe and record children's skills and behaviors.
- Consider individual children in relationship to their culture .
- Use positive guidance techniques and work to assist children in meeting their needs.
- Assist children in practicing behaviors that encourage their independence while becoming a part of a group.
- Care and interaction with children are the priority, limit activities which remove the teacher from the children, reserving maintenance tasks for before or after class, whenever possible.

#### Parent Interaction & Communication

- Communicate with parents in a positive manner.
- Use parents' names when greeting/communicating with them.
- Send home regular newsletters informing parents of classroom activities.
- Provide information to parents about their children as well as pass on general child development information.
- Treat parents as partners.
- Respond to concerns expressed by parents.

**Staff Interactions**

- Maintain open communication with Director and other staff members to create a team atmosphere.
- Attend all staff meetings and staff workdays.
- Shall work together with other City Kids School Teachers of the same age group to maintain consistency in the program.
- Support and implement the goals and philosophy of City Kids School.
- When a concern arises, go to the person, and discuss the issue with them first.
- Look for ways to be helpful.
- Look for ways to improve the program.

**Environmental Expectations**

- Set up and maintain a safe, clean, and developmentally appropriate learning environment.
- Be instrumental in planning for change of the physical environmental layout of the room and rotating the learning materials to meet the needs of the children at least monthly.
- Maintain a safe and healthy environment.
- Keep all storage areas clean and organized.

**Importance of play in child development:** Children will counterbalance the life in the classroom during recess which will assist them in relating with others and managing stress.

- Supervises students at playtime and lunchtime and maintains a harmonious atmosphere by encouraging peaceful resolution of conflicts.
- Organizes group games and activities as needed.
- Teachers will strategically place themselves around the lunchroom and the playground to ensure children's needs are being met.
- Directs movement of groups and transitions to and from playground, lunchroom, and classrooms in a safe and organized manner.
- Assists co-workers as you see the need.
- Reports disciplinary and other concerns to the classroom teacher and or to the school director.

**III. Employment Standards****Professionalism**

Lead Teacher shall be an actively professing Christian with a positive attitude. Shall always maintain a professional demeanor as a representative of school leadership in correspondence, verbal communication and presence representing the School Director & City Ministries with the highest standard of integrity.

**Education/Experience**

- Shall have a B.A. or B.S. degree from an accredited college. A degree in Child Development, or ECE initial certificate would be preferred.
- Have an ECE initial certificate or equivalent within five years from being employed or promoted into this position
- Initial Basic Training: Child Care Basics (30 hours)
- Complete all STARS requirements annually
- Maintain current in CPR/First Aid, HIV/BBP training

**Work Status:** Full/Part Time

**Supervisor:** School Director