Job Description

Position: Lead Teacher – Child Development Center

Classifications: Full time, Non-exempt

Reports To: Managing Director – Child Development Center

Evaluation Due: Annually by Managing Director – Child Development Center

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Job Objective

The Lead Teacher is responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of the classroom. Lead Teachers must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Lead Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide Teacher assistants, and resolve parental concerns. The Lead Teacher demonstrates a commitment to serving children from diverse background and circumstances.

Qualifications

- Associate degree or higher in early childhood education (ECE) or related field of study with a minimum of 30 Credits in ECE
- Minimum of 2 years of verifiable professional childcare experience
- NC Childhood Credential or at least Level I certification on the NC Early Care Education
- Strong oral and written communication skills
- Basic computer skills
- High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment
- A strong understanding of child development
- Excellent leadership, organizational, and interpersonal skills
- Infant/child CPR and First Aid certification.
- Clear full background check
- Must pass health screening
- Reference Checks Required

Duties and Responsibilities

- Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards, with the Creative Curriculum as a base

- Lead by example; encourage teaching team success through modeling and coaching.
- Plan individual and group age-appropriate activities to actively engage children and encourage social, cognitive and emotional growth.
- Maintain frequent communications with parents through informal discussions, progress reports, parent communication app, and parent-Lead Teacher conferences.
- Ensure all center policies and state regulations are followed and expectations are met.
- Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Help children develop individual social, emotional and academic skills in preparation for kindergarten.
- Supervise Teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate records, forms and files including but not limited to state licensing and CACFP (food program).
- Maintain personal professional development plan to ensure continuous quality improvement.
- Satisfy all goals as established annually in agreement with supervisor.

Physical Demands:

- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.
- Ability to lift up to 35 pounds off the ground.

Work Conditions: School environment, involving daily contact with teaching staff, parents, children and church staff. Work will have deadlines, multiple interruptions and high volume of activity; work can be stressful at times.

Regular work week is Monday-Friday.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.

Send Cover Letter and Resume to: chris.callaway@covenantpresby.org.