Geneva Lakefront Childcare Center

Job Description

**Job Title**: Lead Teacher

**Reports**: Director

We are looking for candidates that are as passionate about the growth and development of the children in

our care as we are. We are most interested in talking to applicants that have the ability to create a healthy,

safe, stimulating and educational environment in the classroom and maintain professionalism in all dealings

with staff and parents.

**CLASSROOM:**

1. To plan, schedule and implement age appropriate activities and curriculum, and to stimulate and educate children in accordance with curriculum objectives. This would include the development of physical, emotional, intellectual and social skills, and abilities of each child
2. The Lead Teachers will work with the other Lead Teachers in their program to develop cohesive lesson plans amongst the program
3. Teaches proper health care in regards to toileting, nutrition, dental and physical care and cleaning of the children through daily routine
4. Arrange a classroom environment in accordance to program goals and philosophy
5. Maintain a fun and interactive classroom that is clean and organized
6. Implement good health and personal habits, and organize recreational activities such as games,

songs, dances, art and drama

1. Oversees, facilitates and maintains a safe and healthy environment for all children through supervision and interactions with other children
2. Supervise assistants, aides and volunteers in the classroom and maintains a cooperative attitude
3. Maintain daily open communication with parents
4. Maintain confidentiality
5. Report any suspect abuse to director
6. Inspect and replace damaged or lost materials
7. Assist Director in ordering necessary supplies and equipment within the budget
8. Attend in-service, trainings, conferences and staff meetings
9. Is familiar with and implements OCFS licensing regulations
10. Implements GLCC and licensing discipline policies.
11. Are caring, compassionate and love what they do!

**REPORTING:**

1. Prepare monthly curriculum planning and encourage assistants to contribute
2. Keep all appropriate records such as: accurate attendance, health checks, meal counts, incident

reports and time sheets.

1. Prepare weekly newsletters
2. Contributes ideas for field trips and in-service workshops
3. Complete bi-annual assessment of children's development
4. Attends all staff meetings

**PARENTS:**

1. Communicate directly with parents and prospective parents to achieve success for the child.
2. Report progress of children to parents in bi-annual reports and through parent-teacher conferences
3. Promotes GLCC fund raising efforts

**TRAINING:**

1. Complete a mandated 15 hours of training within their first 6 months
2. Complete 30 hours of mandated training as required by OCFS regulation
3. Attends in-service workshops at GLCC
4. Attend 2 - 2 hour site visits at other daycare centers.

**QUALIFICATIONS:**

1. Preferred Bachelor’s Degree or an Associate Degree in Early Childhood or related field; or a Child Development Associate Credential; or 9 college credits in early childhood, child development, or related field with a plan leading to CDA or Associate degree plus two years’ experience related to children
2. Prefer someone who has experience leading a classroom and creating educational lesson plans
3. Prefer someone who has experience working in a licensed childcare facility
4. The ability to meet state and/or accreditation requirements for education and experience
5. Flexibility as to the hours and schedule of work
6. Must be at least 18 years of age
7. Must be able to lift and carry up to age five, and/or 50 lbs.

RELATIONSHIPS:

The Lead Teacher is supervised by the Director. In the event of the absence of the Director, your supervisor is the Administrative Assistant and/or Food Service Manager.

Employee Signature:

Director Signature:

Date: