

POSITION OVERVIEW

Under the direction of the Site Supervisor, the Lead Teacher is responsible for the academic, social and emotional growth and development, as well as the supervision of children in classrooms. Responsibility will include acting as the Site Supervisor as needed.

DUTIES

Planning and Creating the Learning Environment

In the classroom and playgrounds in charge of:

- Providing a learning environment that reflects the TRF Guiding Philosophy
- Providing a learning environment that promotes curiosity and inquiry
- Providing a learning environment that is flexible and changes according to the needs and interests of the children
- Planning and providing experiences for children that promote critical thinking and inquiry
- Planning and providing experiences for children that nurture and stimulate their cultural needs

Supervision

- Ensures Teachers are kept updated in all matters concerning the classroom i.e. teacher meetings, activity plans, policies and procedures. Meets with staff for individual supervision
- Assigns and monitors Teacher and Assistant Teacher tasks
- Ensures Teachers are implementing age-appropriate curriculum in the classroom
- Functions as a program liaison to schools, law enforcement and other community agencies
- Monitors and requests adequate instructional supplies for the program
- Ensures staff turn in paperwork forms on a timely basis
- Ensures staff maintains logs, documents adequate information of participants school, personal information and family progress
- Completes performance evaluations and provides functional training and guidance to staff members assigned to classrooms
- Completes incident reports for Supervisor regarding staffing or classroom concerns
- Participates in interviews, selection, assignment, and orientation of program staff
- May perform other administrative duties as assigned by supervisor

Classroom Management (Supports Teachers and Assistants in the following areas):

- Complete age appropriate curriculum (activity plans) to nurture and stimulate the psycho social, cognitive and cultural needs of the children in their care
- Complete attendance records, maintains up to date emergency forms, curriculum plans, individual child development profile and other records as needed
- Complete and develop short and long-term goals for individual children and groups
- Complete orientation of the classroom with parents
- Complete checklist to ensure classroom is kept neat and orderly
- Assist Site Supervisor with Enrollment of Children in CDSS/CACFP Programs

Lead Teacher/Assistant Site Supervisor

Supports Teachers in the following areas:

- Completes daily ratio counts for Site Supervisor
- Reports regularly to the supervisor any issues of concern that need immediate attention
- Completes and reports any symptoms of child abuse to supervisor and/or Child Abuse Hotline
- Completes daily health checks regarding hygiene, safety, and overall well-being of children
- Completes DRDP Assessments with Teachers twice yearly for children in Infant, Toddler and/or Preschool or School-Age Programs
- Assists teachers in completing parent-teacher conferences
- Performs other duties as assigned by Supervisor

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Requires supervisory abilities and will be part of the Agency's Decision Making and Leadership Team. An AA degree with 24 semester units in Child Development, Early Childhood Education or Behavioral Sciences, including core courses (Child/Human Growth and Development, Child, Family and Community, Program/Curriculum).

OR

60 Units of completed coursework at a four year college or university that would lead to a BA/BS Degree in Child Development, Early Childhood Education or related field.

ADDITIONAL REQUIREMENTS

- Must hold a current Child Development Site Supervisor Permit, plus 2 years teaching experience.
- Knowledge in Desired Results, CLASS, ASQ, ITERS, ECERS, SACERS Practices
- Knowledge of Title 22 and Title 5 regulations
- Must be a team player
- Bilingual (E/S) preferred

COMPENSATION

Salary is \$26+ per hour

Compensation will be determined based on experience and education

Full-Time, Includes Health, Dental, Optical and Paid Sick and Vacation Benefits

*This Position is an opportunity for Educators who are committed to developing High-Quality Leadership Skills with Professional Development, Travel and Career Advancement.

APPLY ONLINE:

