

POSITION TITLE	DEPARTMENT	REPORTS TO
Lead Teacher	Education	Site Director / Program Supervisor
EMPLOYMENT STATUS	FLSA STATUS	SUPERVISES
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	Teacher Assistants, Classroom Aides and Volunteers

**POSITION SUMMARY**

The Lead Teacher is a role designed to serve to as back-up support to the Site Director in providing leadership to all teaching staff and overseeing the daily operations of their assigned site. The role of the Lead Teacher is not an indefinite position. This role is to be taken on in addition to the full requirements of classroom teaching. The responsibilities and expectations listed below are in addition to the essential duties listed in the Teacher job description. The opportunity to serve as a Lead Teacher is intended to help create promotional pathways for those that may be interested in other opportunities within the program.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Planning and Program Implementation**

- Supervises, coordinates, and evaluates the teaching of children within the classroom environment.
- Maintains current knowledge of teaching techniques through child development classes, workshops, and membership in professional organizations.
- Prepares and maintains necessary mandated records and related documents.

**Community Care Licensing**

- Completes daily head counts and ensures that ratios are met at all times.
- Completes paperwork and reports any symptoms of child abuse to the Program Director and Child Abuse Hotline, supports teachers to make necessary reports if needed
- Completes and maintains Licensing forms in classrooms as needed.
- Ensures site compliance with all CCL requirements and CDSS program expectations.

**Supervision (in the absence of the Site Director)**

- Responsible for reviewing/approving timesheets, work orders, purchase orders, and other supporting documentation.
- Completes and follows up with all site visits for Community Care Licensing
- Completes and ensures all required reports are maintained and submitted to appropriate parties.
- Completes reports and communicates problems directly to CDS and/or administrative office as needed.
- May perform other duties as assigned by supervisor.

## PROFESSIONAL AND ETHICAL STANDARDS

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents and children.
- Attend a mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties.

## ACKNOWLEDGMENT

By signing this acknowledgement, I am stating that I am fully aware of the additional responsibilities and expectations that accompany the role of Lead Teacher. I understand that because this role is not an indefinite position that the agreement may come to a close at any time by initiation for the Lead Teacher or the program.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate to high.

## MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- An Associates of Arts or Science (AA/AS) degree in Early Childhood Education or closely related field and a minimum of 24 ECE units and a Teacher Permit issued from CCTC. BA Degree in Early Childhood Education with a Master Teacher or higher permit preferred.
- Minimum two years' experience working with Infant/Toddler to Preschool Children (ages 2 months-5 years)
- Good oral and written communication skills
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Able to resolve conflicts, gentle, loving, kind, creative and resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills.

## ADDITIONAL REQUIREMENTS

- Complete a physical examination (LIC 503), proof of immunization for the following: influenza, Tdap, MMR, and a Current TB test.
- Complete Child Abuse Mandated Reporter Training (AB1207)
- Submission of satisfactory proof of your identity and your legal authorization to work in the United States. If you fail to submit this proof, federal law prohibits us from hiring you.
- Criminal Record Clearance (DOJ/FBI/CACI)

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**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**REVIEWED WITH EMPLOYEE BY**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**RECEIVED AND ACCEPTED BY**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPLY ONLINE:**

