

Brownson Learning Center
Lead Teacher – Job Description

The lead teacher will be responsible for providing a positive, safe, Christian learning environment for all children in the classroom.

Job Responsibilities:

1. Supervise and ensure the safety and well-being of the children, being alert to the needs and/or problems of the children as a group or as individuals.
2. Prepare thematic units, daily lesson plans, projects, and activities for the children.
3. Prepare weekly lesson plans and submit them to the Director by Friday before each week.
4. Supervise the classroom, according to the policies and procedures of the Learning Center.
5. Develop and implement a curriculum that is age appropriate and reflects the Christian values of the Learning Center.
6. Work with other age/grade level teachers to ensure all teachers teaching in those age/grade levels are teaching the same material and age level material.
7. Organize and prepare (with the assistant) the necessary materials needed to implement the daily lesson plans, prior to class time.
8. Communicate with parents in a written or emailed newsletter or calendar on a WEEKLY basis to inform parents of upcoming events, units and special days.
9. Evaluate students at least twice per school year and communicate evaluation to parents at a set conference time or in a written form.
10. Maintain appropriate files and records on students.
11. Plan set up of equipment and centers as well as the decorations of classroom with learning materials that apply to lesson plans and age.
12. Attend staff meetings and conferences as designated by the Director.
13. Be familiar with and follow policies and procedures of the Learning Center.
14. Be familiar with emergency procedures and general first aid.
15. Report to the Director any special needs of the children or suspicions of possible neglect or abuse.
16. Keep a neat and orderly classroom. Table tops, counter tops and toys should be wiped with a Clorox based cleaner daily. Floors should also be vacuumed each day.
17. Keep all storage closets and our resource room neat and orderly. Return all items to their designated spot after using.
18. All other duties as assigned.

Job Requirements: Minimum 2 years teaching experience, preferably in an early childhood setting. Background check is required.