

CAMPUS FOR KIDS LEARNING CENTER

JOB DESCRIPTION - LEAD TEACHER

JOB FUNCTION:

To facilitate development of the whole child (i.e., cognitive, social-emotional, motor, language, spiritual) through creative, developmentally appropriate methods of teaching

DUTIES & RESPONSIBILITIES

General

- Complete the Infant/Toddler coursework if working with children under 2 years of age.
- Complete Sudden Infant Death Syndrome (SIDS) training and follow through with center procedures.
- Complete Blood-borne Pathogens training and follow through with center procedures.
- Complete Abusive Head Trauma Prevention training and follow through with center procedures.
- Complete Wisconsin Mandated Reporter online training.
- Complete CPR/AED certification course
- Annually complete 15 or 25 hours of continuing education.
- Participate in the Christmas Program and Spring Program.
- Participate in parent/teacher conferences in the fall and spring.
- Attend mandatory miscellaneous events, as announced during the year (i.e., all-staff in-service meetings, some of which may be held in the evening).
- Handle assistant teacher's concerns or classroom concerns in a professional and appropriate manner, following the protocol given.

Supervision

- Accept the leadership of the director, assistant director and coordinators.
- Maintain a daily working relationship with the assistant teacher, working closely with him/her for the successful functioning of this position and for the good of the classroom.
- Cooperate with all leadership and staff to develop and maintain a program of high standards in childcare and child development.
- Support the director, assistant director and coordinators in ensuring that all state licensing regulations are being followed in the classroom.
- Follow the appropriate chain of command if a situation needs to be addressed by the director, assistant director or coordinators.

Curriculum

- Assist in the implementation and expansion of the curriculum.
- Assist in ensuring that the class is being taught according to the standards of developmentally appropriate practice.
- Complete lesson plans that meet curriculum guidelines and submit them to an administrator at least two weeks in advance. Upon approval, copy and send home to families. Ensure that lesson plans are detailed enough that anyone could come into the room, at any time, and conduct the class based on the lesson plans alone.
- Create a weekly newsletter from your lesson plan that details the week for the parents.

- Follow required curriculum guidelines concerning Bible stories, letters, numbers, colors, shapes, themes, etc.
- Submit a monthly calendar to an administrator no later than the third Thursday of the month. Upon approval, copy and send home to families.
- Create a goal or activity to have as an option during all “free choice” opportunities (i.e., gym, playground, centers).
- Plan and prepare the daily activities for the children in advance.
- Post calendar, lesson plans, parent memos, and other important information for parents on a parent board.
- Post a staff biography introducing yourself to the parents in your room.
- On a monthly basis, decorate the walls with children’s artwork and other decorations that relate to the monthly and weekly learning objectives.
- On a monthly basis, change door decorations with the children’s names.
- Prepare a substitute teacher folder that is easily available at all times (this folder should contain a map of where the cots are placed, child allergies, special instructions, a general daily schedule, and a copy of lesson plans).
- Maintain individual goals for each child, which are reviewed and revised every 3 months.
- Work with administration to complete assessments for each child, to be used during conferences, parent meetings, and open houses.

Child and Family Focused Responsibilities

- Build skills to help each child use his/her own abilities to develop emotionally, socially, cognitively, physically, and spiritually.
- Observe, record, and report significant individual and group behavior.
- Use teaching methods that motivate the children to learn and build on their strengths and interests.
- Emphasize developmentally appropriate practices in the classroom.
- Work with the administration to problem-solve through challenging behaviors and other classroom concerns.
- Maintain consistent discipline in accordance with Campus for Kids and WI State Licensing Child Guidance policies.
- Assist each child in all routines throughout the day (e.g., breakfast, lunch, snack, nap, clean-up, toileting, etc.).
- **SUPERVISE** children at all times (i.e., bathroom, play areas, hallways, etc.).
- Establish rapport with each child and family. Maintain positive interactions with children and families at all times (ie. Incident/Accident Reports, Daily Intake Forms, frame all written and verbal communications positively).
- Exhibit family-centered principles.
- Respect all types of families.

Work Environment

- Clean the room at night (put away toys and straighten up the remaining area)
- Keep children’s clothing in proper locations
- Spot clean the areas you used outside of your classroom
- Assist in keeping hallways and common areas neat and presentable
- Keep classroom decorated according to the curriculum or instructions given
- Check mailbox and email daily

- Clean and disinfect mouthed toys daily
- Clean and disinfect cots and toys weekly
- Wash laundry according to the classroom schedule

KNOWLEDGE, SKILLS & ABILITIES

- Four-year degree in Elementary Education or two year degree in Early Childhood Education, or child development coursework, or a related field preferred.
- One year of early childhood experience. Minimum of 80 working days as a full-time assistant teacher or 120 working days as a half-time assistant child care worker.
- A current registry certificate of level 7 or higher must be maintained.
- General knowledge of child development from birth to 5 years of age.
- Willingness to work with children with special needs, upon adequate training.
- Relate to children at an age-appropriate level.
- Demonstrate a genuine interest in and concern for the education and well being of children.
- Handle emergency situations in a positive, proactive manner, following emergency guidelines and protocol.
- Physically able to lift up to 50 pounds, run with children on the playground, and be able to pick up and carry a child if needed.
- Able to keep the classroom environment safe at all times.
- Respond to supervision in a positive, proactive manner.
- Demonstrate evidence of emotional maturity and stability.
- Communicate concerns to coordinator or director, as necessary.
- Have a willingness to uphold all center policies and requirements.

JOB SPECIFICATIONS

- Must have earned high school education or GED equivalence, and have at least level 7 registry credentials.
- Be at least 18 years of age.
- Have faith in God and have accepted salvation through His son, Jesus Christ; living daily in a relationship with God which would be evident in your life, through word and deed.