



Lead Teacher Job Description

The lead teacher performs a variety of duties with the ultimate goal of providing education, training, supervision and support to the children being served.

Job Responsibilities:

- Implementing the program and selected curriculum. Plan and execute indoor and outdoor early childhood education experiences appropriate to the development levels of the children being served.
 - Interact both physically and verbally throughout the day. Post next week's lesson plan by close of business day on Friday.
 - Counsel children when social, academic or adjustment problems arise.
 - Use positive guidance policy which includes redirection or distraction, verbal intervention, logical consequences and praise for good behavior and choices.
 - Greet the children and observe their general health upon arrival at school.
 - Maintain the health, safety and welfare of each child under your care.
 - Report and complete documentation for any concerns, incidents or accidents,
 - Monitor and assist children with their personal hygiene - hand washing, toileting, and/or diapering
 - Assist children at meal time when needed with serving and clean up..
 - Maintain an age appropriate classroom environment that utilizes space, materials, routines and guidance techniques to effectively facilitate physical, social, emotional and intellectual development.
 - Enrich each class room with curriculum evidence of learning children's art and pictures. Make appropriate teacher-made materials such as name tags, labeling, etc.
 - Maintain a clean, well organized classroom.
 - Maintain upkeep of all educational equipment, supplies and materials.
 - Warmly greet each parent when they drop their child off and when they pick them up. Maintain interpersonal interactions with children, parents, staff and administration.
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- Attend staff meetings and actively pursue opportunities for professional development.
 - Attend and actively participate in in-service/ staff development training programs.
 - Work with other staff members in a cooperative manner.
 - Maintain complete confidentiality at all times. This applies not only to school operations,

but information concerning staff, children and their families.

- Meet and maintain all state licensing requirements or qualifications and comply with all Big Blue Marble Academy policies and procedures at all times.
- Maintain flexibility regarding business demands of the school including scheduled working hours and classroom assignments.
- Ability to lift at least 25 lbs, bend, kneel, etc.

I understand the job requirements as listed above and agree that I am willing and able to fulfill these requirements.

Employee Signature: _____ Date: _____