

# **BRIGHT BEGINNINGS JOB DESCRIPTION**

**TITLE: Lead Teacher/Pre-School**                      **FLSA: Non-Exempt**  
**REPORTS TO: Center Director**                      **SALARY RANGE:**  
**EMPLOYER PAID BENEFITS: Health, Disability, Annual and Sick Leave**

**A: POSITION SUMMARY:**

Responsible for developing and implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled in a group, in accordance with Head Start and Title 29:DCMR Performance Standards.

**B: RESPONSIBILITIES AND DUTIES:**

- Meet regularly with Assistant Teacher(s) and Aides to develop weekly plans and activities.
- Meet with Program Coordinator to review curriculum plans and activities and evaluate program's effectiveness.
- Responsible for implementing of Head Start, NAEYC, and Title 29: DCMR performance standards, policies and procedures, regulations and guidelines in the day-to-day operation of an early childhood development center (3 years-5 years of age) including developmentally appropriate practices for a pre-school program.
- Responsible for assisting with the implementation of developmental, behavioral, and sensory screenings within the scheduled mandated by regulations and performance standards.
- Maintain records on each child's progress and development for the purpose of planning and compliance with Head Start Standards.
- Responsible for recording and record keeping of information required to document the growth and development of children.
- Responsible for working with an interdisciplinary team to fully implement an IEP for children with disabilities.
- Attend all staff meetings and in-service provided at the Center.
- Review with staff the progress of each child and develop written plans to promote each child's growth and development.
- Work with Parent Coordinator in planning and participating in parent activities.
- Responsible for coordinating and working closely with parents including home visits and staff/parent conferences.
- Help maintain facility in a safe and satisfactory condition.
- Provide day-to-day supervision and support to teacher assistants, teacher aides, substitutes and volunteers, which include sharing daily program plans and discussing goals for children.

- Assist the Center Director in providing orientation and training for new staff, substitutes and volunteers.
- Work with classroom staff to plan and implement the daily program of activities based on principles of child development and in accordance with the program's curriculum.
- Set up and maintain a well-organized, safe, and attractive classroom environment conducive to the optimal growth and development of children.
- Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
- Observe each child daily to assess skills, interests and needs and use this information to facilitate learning and growth.
- Establish a positive relationship with each child's family and share information about the child's day at the Center.
- Help parents to understand the curriculum and find ways to involve parents in the daily program.
- Conduct individual parent conferences at least twice a year to discuss each child's growth and development.
- Conduct monthly parent classroom meetings.
- Keep abreast of current knowledge in the field of Early Childhood Education.

**C. QUALIFICATIONS:**

- Bachelor's degree in Early Childhood Education or Bachelor's degree in a related field with 15 credits in Early Childhood Education. At least two years teaching experience.
- Ability to relate positively to young children, parents and staff.
- Strong working knowledge of Head Start Program Performance Standards and NAEYC guidelines and regulations, including monitoring and evaluation
- Prefer knowledge of High/Scope curriculum.
- Demonstrate success in working as a member of a team.
- Effective and strong communication skills (orally and written)
- Demonstrate an ability to work successfully with community-based agencies and building partnerships.
- Demonstrated supervision skills

**D. PHYSICAL CAPABILITIES:**

- Be able to lift 25-30 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety

**E. OTHER:**

- Documentation of Tuberculin-free condition
- Criminal Background Check

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

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Equal Opportunity Employer and Provider.