

OPEN ARMS
LEAD TEACHER JOB DESCRIPTION

QUALIFICATIONS:

1. Bachelor Degree in Early Childhood or related field preferred. CDA (Child Development Associates) is also acceptable.
2. Prior experience in an early childhood environment.
3. Strong knowledge of theories and practices of Early Childhood Education/Development.
4. Ability to communicate effectively with young children and their families.
5. Ability to prepare age & developmentally appropriate curriculum.
6. Child abuse and criminal background checks are required.
7. Medical exam & TB test are required.
8. Ability to perform physical duties of the job without limitations.
9. Must be at least 18 yrs old.

REPORTS TO: Director of Childcare

JOB GOAL: To provide a nurturing and quality learning environment for children birth-5 yrs of age.

RESPONSIBILITIES:

Responsibilities for the position include, but are not limited to the following:

1. Ensure children's safety and well-being by providing constant supervision and maintaining appropriate child to adult ratios at all times.
2. Prepare age & developmentally appropriate activities in accordance with curriculum objectives and program philosophy.
3. Meet the emotional, social, physical and cognitive needs of each child.
4. Participate in 12 hours of required training programs, conferences, courses and other aspects of professional growth.
5. Create an effective learning environment through the arrangement and appearance of the classroom in accordance to program goals and philosophy.
6. Establish and maintain positive relationships with parents and families. Recognize the needs of individual families, and when appropriate, provide necessary assistance or referrals. Keep families informed of current Open Arms activities, staff changes, field trips, special events, etc.
7. Acts as a leader to childcare assistant teacher; trains and directs subs and new staff as appropriate in the classroom.
8. Meet all applicable licensing regulations.
9. Maintain confidentiality.
10. Maintain up-to-date records as required.
11. Assume equal share of the house-keeping responsibility of the staff.

PHYSICAL DEMANDS: Must be able to lift up to and including 50 pounds.

EVALUATION: On-going evaluation