



Lead Preschool Teacher Job Description

JOB CLASSIFICATION

Teaching Staff

QUALIFICATIONS

A Lead Preschool Teacher must:

- ✓ Be at least 19 years of age
- ✓ Have a high school degree or equivalent education
- ✓ Possess an Associate's degree in early childhood education or child development; or a Bachelor's degree in early childhood education, child development or a child related field.
- ✓ Submit to various background checks including those completed through the Department of Human Services and the Michigan State Police Department
- ✓ Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Possess a strong work ethic, be punctual, and have minimal absences
- ✓ Have an awareness of the unique needs of young children and have appropriate expectations of their abilities
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- ✓ Be available for full time employment and available to work as late as 6:30 pm
- ✓ Have dependable transportation

REQUIRED EXPECTATIONS

- ✓ Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- ✓ Utilize developmentally appropriate practice and best practice methods at all times
- ✓ Be a positive role model for all care giving staff and children
- ✓ Be customer service orientated and professional
- ✓ Provide excellent customer service according to the standards of AppleTree Learning Centers

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Engage children in activities and play that stimulates their development
- ✓ Assist children with activities of daily life (restroom use, diapering, hand washing)
- ✓ Appropriately supervise children while keeping them safe at all times
- ✓ Approach parents daily and speak with them about their child(ren)

- ✓ Establish a professional level of rapport with each family in order to provide quality care and friendly service
- ✓ Creating and maintaining an environment that is clean, organized, and safe for all children
- ✓ Supervise teacher aides in the classroom and ensure they are following program policy and customer service expectations
- ✓ Train any teacher aides in the classroom and direct them as to what duties need to be carried out throughout the day
- ✓ Plan daily activities that are developmentally appropriate for young children
- ✓ Conduct child assessments and facilitate parent-teacher conferences
- ✓ Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- ✓ Prepare monthly parent newsletters and weekly lesson plans according to policy
- ✓ Be responsible for daily sheets and the daily activities pertaining to eating, sleeping, and diaper changing
- ✓ Maintain a professional self-image and project the values of the organization at all times

IMMEDIATE SUPERVISOR

- ✓ Lead Teachers report directly to the Team Leader or Assistant Director with any questions or concerns they have regarding the children or center policy. If these personnel are not available at the time, they can report to the Center Director. If their questions or concerns are not taken care of to their satisfaction they may then contact the Regional Director.

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a Lead Teacher. All duties of the Lead Preschool Teacher position will be covered in orientation and during the "hands-on" portion of the position training.

Signature

Printed Name

Date

Witness

Printed Name

Date