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| <b>TITLE:</b> Lead Teacher   | <b>FLSA:</b> Non-Exempt             |
| <b>REPORTS TO:</b> Early Childhood Program Director                              | <b>DATE POSTED:</b> August 27, 2025 |
| <b>SALARY:</b> \$15.25/hour - \$18.28/hour depending on education and experience | <b>NUMBER OF DAYS:</b> Year Round   |
| <b>LOCATION:</b> East Olive Early Learning Center                                |                                     |

### **POSITION SUMMARY**

The Lead Teacher is responsible for managing the overall day-to-day operations of an infant, toddler, or preschool classroom and the planning and implementation of developmentally appropriate activities utilizing the approved curriculum/approach with children. The Lead Teacher will maintain standards of quality in the classroom required by State licensure and NAEYC accreditation; record anecdotal observations of children on a daily basis, and assist in completion of the assessment of the children's development. The selected candidate will be the main point of contact with children and their families.

### **DUTIES AND RESPONSIBILITIES**

*These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

Aside from general support of learning and development, the candidate will:

- Create a safe environment designed to promote the physical, cognitive, and emotional growth and development of each child;
- Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives;
- Conduct parent teacher conferences four times per year;
- Document progress and development of children and utilize observation to help create weekly lesson plans that will meet children's needs and help them reach new developmental milestones;
- Provides an instructional program to meet the needs of all students, including students with disabilities;
- Guide children through interactions and foster children's use of language and conflict mediation skills;
- Keep accurate educational records and incident reports;
- Maintain classroom organization and arrangements, switching materials regularly to ensure child engagement;

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- Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual;
- Plan and supervise purposeful assignments for associate teachers, caregivers, and volunteers. May evaluate assistant's job performance with department heads and/or administrators;
- Appraise his/her own effectiveness and demonstrate successful application of skills and information acquired to increase effectiveness. Strives to maintain and improve professional competence;
- Attends staff meetings and serves on staff committees as required;
- Performs related work as required;
- Other building responsibilities as assigned by building administrator

## **RECOMMENDED EMPLOYMENT QUALIFICATIONS**

### **EDUCATION:**

- Child Development Accreditation (CDA)- *preferred*
  - *Must be willing to complete a minimum of a CDA within 2 years of hire.*
- Must meet one of the following qualifications:
  - Bachelor's degree or higher in early childhood education, child development or a child-related field
  - Associate's degree or higher in early childhood education or child development
  - Montessori credential with 480 hours of experience
  - Child development associate credential with 480 hours of experience
  - High school diploma/GED with 12 semester credits in child development and 960 hours of experience
  - High school diploma/GED with a combination of 12 semester credits in child development and/or 18 CEU's equal to 180 clock hours and 960 hours of experience
  - High school diploma/GED with a combination of 6 semester credits in child development and/or 9 CEU's equal to 90 clock hours and 3,840 hours of experience
- Infant and toddler lead teachers shall have 3 semester hours or 4.5 CEUs in infant/toddler development and care practices within 6 months of hire.

### **EXPERIENCE:**

- Experience hours must be in childcare, student teaching, or daycare internships.
- Supervisory experience - *preferred*
- Experience working with young children in a childcare setting
- Experience with the Creative Curriculum- *preferred*
- Knowledge of teaching and activity methods used with young children; materials/equipment used in group settings of young children; principles of child development and behavior of individual children; positive discipline and redirection techniques
- Ability to establish warm supportive relationships with the children, recognize illness symptoms, accept and profit from supervision and constructive criticism, develop and maintain working relationships with parents and staff, and thrive in a team-oriented environment.
- Basic computer skills include the ability to access the internet for research, send and receive emails, and experience using Microsoft Office and Google Apps to create documents
- Must be at least 19 years of age.

### **OTHER KNOWLEDGE, SKILLS AND ABILITIES:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Ability to demonstrate good judgment.
- Ability to handle emergency situations.
- Ability to be accountable, punctual and dependable.
- Understanding of the teaching/learning process.
- Ability to provide instruction that reflects multiple perspectives and multicultural education.
- Ability to work effectively with administrators, colleagues, school based staff, students, parents and community.
- Excellent oral and written communication and human relations skills.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must be willing to obtain certification in Infant/Child CPR and First Aid.
- Training in Blood Borne Pathogens is required as well as other safe schools training.
- Satisfactory background check for employment at a public school district and for a licensed child care provider is required for employment.
- A current TB test is required.
- A confidentiality statement, staff screening statement and a statement regarding abuse and neglect must be signed prior to enrollment.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand and move quickly. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. The employee will be required to lift children onto a changing table. Crisis intervention may require participating in physical restraints. While performing the duties of the job the employee may be required to leave the building.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [FastTrack](#). A completed online application is required for all applicants.  
Applications will be accepted until filled.

*It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.*

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