POSITION SUMMARY

The Lead Teacher, under the direct supervision of the Program Director, oversees the planning, implementation, and evaluation of the classroom program and child assessment. The Lead Teacher also oversees caregiving staff for a specific group of children and overall care and supervision of children.

Position(s) are 6 to 8 hours per day, year round.
Care may involve interaction and instruction for infants, toddlers, and preschool aged children.
Position(s) may change as the program’s enrollment changes.
Retirement, sick time and vacation benefits apply.

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.

- Plans a program of study that, as much as possible, meets the needs, interests and abilities of individuals to ensure success for every student.
- 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 twice a year.
- Document progress and development of children.
- Provides an instructional program to meet the needs of all students, including students with disabilities.
- Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual.
- Plans and supervises purposeful assignments for instructional assistants, teacher assistants, and volunteers. May evaluate assistant’s job performance with department heads and/or administrators.
- Appraises his/her own effectiveness and demonstrates successful application of skills and information acquired to increase effectiveness. Strives to maintain and improve professional competence.

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Attends staff meetings and serves on staff committees as required.
Performs related work as required.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION and EXPERIENCE:

- Shall 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 hours must be in childcare, student teaching, or daycare internships.
- Supervisory experience preferred.
- Experience working with young children in a childcare setting preferred.
- 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.

- 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 LIVESCAN fingerprint results are required for employment.
- Must be able to pass a comprehensive background check by the State of Michigan.
- 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.

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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 person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.

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