

Young Scholars Enrichment Center



Lead Teacher Job Description

Young Scholars Enrichment Center, a premier childcare center where our purpose is to provide excellent childcare in a clean, healthy, safe, fun and educational environment.

The Lead Teacher is responsible for ensuring that our center operates according to our high standards and maintaining our reputation for excellence.

This important role will work directly with the Director to oversee the day-to-day operations and functions.

On a daily basis the Lead Teacher is responsible for:

Professionalism

- Positively support and uphold Young Scholars Enrichment Center's policies and philosophy to parents, co-workers and the community. Ensure faculty understands and adheres to center policies, procedures and philosophy.
- Maintain confidentiality about issues regarding faculty members, children and families or YSEC management, owner or center operations. Never involve parents in center concerns.
- Model exemplary professionalism and work ethic by reporting to work on time and maintaining consistent attendance and arranging and communicating leave requests in advance.
- Ensure that the program promotes the development of each child's physical, social, emotional and cognitive development, in a nurturing, environment.
- Continue professional growth by attending courses, workshops, asking for feedback and reading professional literature.
- Implement accreditation procedures in the classrooms i.e. research, review, and deploy curriculums decided upon by owner and Director.

- Ensure curriculum and developmentally appropriate practices are in place in the center.
- Participate and assist in planning center meetings, events and training sessions.
- Demonstrate flexibility with work schedules and assignments as needed to meet the needs of the center.
- Must be available to open or close the center on a daily basis.
- Model conflict resolution by communicating directly with individuals involved and collaborating to develop solutions.
- Maintain an environment that is tolerant and respectful of child and family cultures, values and differences.

Staff Responsibilities

- Provide appropriate orientation, training and mentorship for new staff members.
- Provide support to staff and maintain employee confidentiality.
- Assist teachers with the weekly development and execution of the curriculum and program activities.
- Assist with center transitions and ensure that new families understand classroom routines, procedures, etc.
- Conducts supervision on a weekly basis with Associate Teachers and Assistant Teachers.
- Ensures that the Associate Teacher and Assistant Teachers are kept updated in all matters concerning the classroom and program, i.e. Lead Teacher Meetings, lesson plans, policies & procedures, training received.
- Provides functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom.
- Reports all staffing and classroom concerns to supervisor in a timely manner.
- Reports family changes in schedules and excessive absences to administration in a timely manner.
- Participate in on-going in-service and educational development opportunities provided by the Agency.
- Participate in ongoing development and evaluation of center's goals and objectives.

Center Operations

- Ensure that center grounds, classroom and office areas are clean, attractive and inviting. Maintain the facility in accordance with Ohio licensing and assist in the accreditation process for the center.
- Ensure that the Infant/Toddler class meets all OH licensing requirements and YSEC standards.
- Orders supplies and materials for classroom use.
- Maintain classroom records (i.e. diaper creams, cleaning logs, attendance records, food logs, etc.).
- Ensure that all staff understand and follow all health, safety, emergency care protocol and sanitation guidelines.
- Demonstrate the ability to remain calm and follow YSEC Emergency Care Plan in the event of an emergency.
- Ensure that children are released only to authorized individuals by verifying their photo identification and child authorization release form.
- Supervise faculty in documentation of all accidents and notify parents and Director in a timely manner.
- Follow state regulations regarding incidents of abuse or neglect.
- Monitor the maintenance of facility, equipment and supplies to ensure they are safe and in good repair. Keep food and all supplies inventory up to date.
- Demonstrate good judgment and always act responsibly and attentively to avoid any injury or endangerment to anyone in the center.
- Alert Director immediately if any faculty/staff member or guest in the center is injured.
- Ensure that children's records are current and accurate (includes all OH licensing required components).

Parent Responsibilities

- Assist in orientating new families in center, procedures and philosophy.
- Be accessible and available to parent daily and respond promptly with respect, sensitivity, interest and cooperation to their concerns.
- Keep Director informed of parental concerns or issues.

- Establish and sustain a sense of community through parent, teacher involvement and promote parent retention.
- Model positive attitudes and professional interactions with parents.
- Serve as a resource for families; offering articles, parent boards, newsletters and community contacts.
- Assist in planning and leading center events, parent training and educational programs.

Financial

- Monitor center resources such as diapers, wipes, school supplies, garbage bags, etc.
- Responsible for supplies and equipment throughout class and center.

Education

- Assesses the social, intellectual, emotional, nutritional, and physical needs of children enrolled at YSEC
- Maintains a healthy and safe environment for children in program
- Responsible for supplies and equipment throughout class and center.
- Develops, weekly plans, and implements age appropriate curriculum (lesson plan) to nurture and stimulate all domains of child's development in their care.
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
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- Assess children's learning levels and monitors progress of each child
- Prepares portfolio to highlight child's work and developmental milestones.
- Discusses progress of children with their parents and responds to concerns.
- Design educational material for class
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Maintains accurate attendance and enrollment records
- Monitors children for signs of child abuse and reports incidents of suspected abuse to appropriate authorities.
- May supervise or direct the work of others in the absence of the Director.

- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- Prepare developmental progress reports as needed.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Completes child transition and orientation of the classroom with parents.

Marketing

- Support Director in efforts to increase and maintain enrollment in the center.
- Maintain 80% retention rate in class.
- Assume a professional and pleasant demeanor when interacted with parents, coworkers and staff.
- Help market program in community through participation of center marketing events, visiting local businesses, etc.
- Maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.

Physical Demands

- Follow state, federal and Young Scholars Enrichment Center guidelines including immunizations, employment physical and required safety and health training.
- Refrain from sleeping on the job or being under the influence of any legal or illegal substance that may impair judgment, alertness or responsiveness.
- Ensure children's safety while performing the following job functions: frequently lift, move or hold children with a range of weight from 10 to 50 pounds. (may on occasion perform these tasks for a child weighing more than 50 pounds)
- Daily supervise and interact, with a group of children outdoors for an extended period of time in various weather conditions.
- Demonstrate a full range of motion to lift, reach, squat, climb, sit or otherwise full participate in activities.
- Respond immediately and appropriately to multiple or unexpected situations or emergencies.
- Maintain physical and mental alertness and an appropriate level of energy to perform essential job requirements.

These are the duties expected of the Lead Infant Toddler Teacher as outlined in the above statement. Please note that the Director of Young Scholars Enrichment Center reserves the right to change and/or update the duties of said position as outlined in the above statement.