

**Children's Friend and Service
Job Description**

Job Grade: 8

Title: Lead Teacher

Reports To: Child Development Supervisor

Qualifications: Bachelor degree or Master degree in Early Childhood Education or Child Development; or holds a current RI certificate in Early Childhood Education; or a Bachelor or Master degree in related field and plan to complete twenty-four semester hours of course work to include work in each of the following areas; Child Growth and Development, Curriculum and Methods in Early Childhood Education, Reading Readiness and Developmental Reading, Health and Nutrition for the Young Child; Child, Family, and Community Relationships; and Identification of and Service to Special Needs Children. Ability to organize and plan activities, establish warm, supportive relationships and provide a wide variety of stimulating and developmentally appropriate experiences for children. Basic computer skills required for data input and use of email. Reliable automobile, valid driver's license and auto liability insurance. Must maintain CPR and first aid training. Must provide proof of a physical examination not more than two years old; results of a TB test indicating free from TB and for women under 35 years of age, proof of measles, mumps and rubella immunization or immunity and be able to lift up to 40 lbs. Must provide all required DCYF licensing forms within 30 days of hire.

Duties:

1. Work with the child development supervisor to implement a curriculum based on best practice standards.
2. Ensure that the classroom meets DCYF standards and Head Start education performance standards as well as other standards as appropriate. This includes performing tasks necessary to maintain a high quality educational and childcare facility.
3. Maintain progress notes and electronic data as appropriate on the emotional, physical, social and intellectual development of assigned children.
4. Responsible for integration of services for families in the classroom, home, center and community. Coordinate and communicate on a regular basis with all staff and consultants providing services regarding the individual needs of each child.
5. Hold a minimum of three center-based family/staff conferences per academic year. Actively participate in the preparation of this conference through regular care coordination with family development staff as well as health, nutrition, mental health, and disabilities staff.
6. Provide home-based services to families as required to meet the needs of the individual families and program guidelines; with a minimum of four home visits occurring each month for a minimum of two home visits to each family occurring throughout the academic year. These visits should occur with the family worker whenever possible.
7. Actively participate in all agency, program, and center meetings.
8. Make constructive use of individual and peer supervision on a weekly basis.
9. Provide training and supervision to the teacher assistant in the classroom. Demonstrate reflective supervision practices and build an environment of guidance and support where teaching assistants are comfortable discussing challenges and areas of growth.

10. Mentor on site to ensure the implementation of all best practice standards and Head Start performance standards and to apply sound early childhood theory and practice. Model best practice in curriculum and classroom design.
11. Complete 30 hours of relevant training and on-going professional development in child-development and education related topics, including but not limited to completion of RIELDS 2. Develop a plan for completion of no less than 24 semester hours of coursework in Early Childhood Education in each of the following areas: child growth and development, curriculum and methods, reading readiness, health and nutrition, family and community relationships, and service to special needs children.
12. Contribute to the overall success and quality of the program and agency by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
13. Assist in publicizing agency programs and educating others about the agency and its services.
14. Provide leadership in ensuring that all individuals are treated respectfully and that diversity in backgrounds and life experiences is supported and valued throughout the agency.
15. Other duties as assigned.

I have read the above list of duties pertaining to my position, and agree to adhere to the policies and procedures of Children's Friend and Service.

Employee's Signature

Date

Revised 7.30.13 neh