

MCCA Lead Teacher Job Description

POSITION SUMMARY

The Early Education Lead Teacher is responsible for the academic, social-emotional growth and development of all children in their care, which may include toddlers and/or preschool age children; develops partnerships with birth parents/child's caregivers to engage and encourage parent participation in program. Lead Teacher is also responsible for assuring compliance with codes of all State and local governing contracting agencies; and works collegially with other staff members of Mt Carmel Community Academy.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develops, weekly plans, and implements age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development in their care.
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- 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.
- 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.
- Exchange information and serve as a member of a multi-disciplinary intervention/prevention team.
- Completes child transition and orientation of the classroom with parents.
- Maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.
- Maintains up to date emergency forms, curriculum plans, individual child development profile and other records as needed.
- Completes and reports any symptoms of child abuse to supervisor and/or child abuse hotline.
- Completes daily health checks regarding hygiene, safety, and overall well being of the children.

- Assures a healthy, safe, clean and developmentally appropriate environment for children.
- Assist with functioning and monitoring of nutrition and food service.
- Completes yearly performance evaluations.
- 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 MCCA
- Participate in ongoing development and evaluation of center's goals and objectives.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description

EDUCATION

- (1) A current CDA credential.
- (2) A bachelor of arts or bachelor of science degree in early childhood education or elementary education with a kindergarten endorsement and grades of C or better from an accredited college or university.
- (3) A bachelor of arts or bachelor of science degree from an accredited college or university that includes one of the following:

(A) Fifteen 15 credit hours in college level courses with document content relating to the needs, skills, development, or teaching methods of children six years of age or younger and grades of C or better.

(B) A two year associate's degree in early childhood education from an accredited college or university, with a grade of C or better.

- Lead caregivers that do not meet these qualifications shall:

(1) have eight 8 hours additional in-service training per year appropriate to the age group with which the caregiver is working;

(2) enroll in one) of the educational programs listed in subsection within one year of becoming a lead caregiver; and

(3) provide documentation showing successful completion of at least six credit hours per year.