



Chesterfield County First Steps

4K Preschool Lead Teacher Responsibilities

JOB PURPOSE: Under the supervision of the Director, a Lead Teacher is responsible for ensuring continuous implementation of developmentally appropriate practices for the 4 year-old preschool kindergarten classroom. The Lead Teacher ensures all state, federal and other best practices such as NAEYC regulations and policies are consistently followed.

THE FOLLOWING ARE REQUIRED EDUCATION, KNOWLEDGE, SKILLS UPON ENTRY TO THIS JOB:

- A bachelor's degree in Early Childhood Care/Education or related field (must have 24 credit hours in early childhood education/child development). One-year classroom experience in a licensed or accredited child-care program preferred.
- Ability to supervise the work activities of assistant teacher(s) and lab students. Ability to maintain discipline according to the center's policies and philosophy. Ability to establish and maintain productive and effective working relationships with children, families, employees and ECD students. Ability to communicate effectively orally and in writing. Must demonstrate knowledge of developmentally appropriate practices for young children to effectively implement the practices into the daily routine. Knowledge of federal, state and local rules and regulations pertaining to child-care. Knowledge and principles of the methods of NAEYC. Knowledge of program design, material development and classroom presentation techniques. Maintains confidentiality of center in accordance to center and First Steps' policies.
- Ability to lift up to 35 pounds. Ability to bend, kneel, stoop, twist, walk, reach and stand on a consistent basis
- Must pass a background check and remain current on First Aid/CPR and other professional development trainings.

JOB FUNCTIONS:

1. Provides quality instruction and maintains effective learning environment for children in 4K classroom. Plans, supervises and implements program for the 4K class. Prepares lesson plans along guidelines of the Center's objectives for the 4K class. Assists in selection of resource materials and designs materials for special needs. Provides on-going evaluation procedures needed to assess the developmental levels of children. (45%)

2. Provides guidance for children in need or in conflict either emotionally or academically. Confers with parents on regular basis or in times of special need. Promotes family involvement. Cooperates with Director in referring families to resources and or utilizing community resources, as applicable. Conducts parent conferences on children's school adjustment, classroom behavior, learning styles, developmental levels and skills. Assists children in becoming aware of their roles as integral members of a group. Performs daily health checks; complies with mandate to report suspicious child abuse or neglect. (20%)
3. Supervises and provides guidance to Assistant Teachers and Early Childhood Students. Provides feedback and assists in developing and completing performance evaluation for Assistant Teachers. Works with Early Childhood Development students, according to departmental procedures; participates in special activities that promotes the CDC or positively represents the CDC in the community. (15%)
4. Maintains children's progress and learning reports. Works within the Center's budget. (10%)
5. Assists with non-routine developmental activities for children with special needs. Performs other duties as required including routine housekeeping tasks. (10%)