

# Potential Development Job Description

**Title: Lead Teacher/Pre-School**

**Reports To: Program Coordinator**

**FLSA Status: Non-Exempt**

## **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 2 ½ year olds and/or preschool age children. Lead Teacher is also responsible for assuring compliance with Ohio Department of Jobs and Family Services rules and regulations as well as Head Start performance standards.

## **Responsibilities and Duties:**

- Meet regularly with Teacher Aides to develop weekly plans and implement age appropriate curriculum (lesson plans) following the Creative Curriculum and student's IEP goals.
- Responsible for implementing ODJFS and Head Start performance standards, policies, and procedures, regulations and guidelines in the day to day operations of an early childhood development center (2 ½-5 year of age) including developmentally appropriate practices for a preschool program.
- Develop culturally appropriate programs and activities.
- On an ongoing basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Perform on going developmental evaluations of children including:
  1. An initial Brigance assessment on each child within 60 days of enrollment.
  2. A PEP-R assessment for Autism students within 60 days of enrollment also.
  3. Track students' progress on Galileo once a month
- 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.
- Complete daily health checks regarding hygiene, safety and overall well-being of the children.
- Provide a classroom environment that encourages parent participation.
- Maintain accurate, complete and timely client and agency records; Completes daily meal and attendance records.
- Prepare developmental progress reports as needed.
- Report all staffing and classroom concerns to supervisor in a timely manner.

- Complete ECERS with Teacher Aides annually.
- Be familiar with emergency procedures.
- Responsible for working with an interdisciplinary team to fully implement an IEP for children with disabilities.
- Attend all staff meetings and in service provided at Potential Development
- Attend 10 hours of SUTQ approved trainings each school year
- Responsible for ensuring Ohio Professional Registry is kept current and that all submitted documents have been accepted and approved.

**Qualifications:**

- Minimum of Associates Degree in Early Childhood education or Career Pathway Level 3 according to the Ohio Professional Registry.
- Ability to relate positively to young children, parents, and staff
- Demonstrate success in working as a member of a team.
- Effective and strong communication skills (orally and written).
- Demonstrate an ability to work successfully with community-based agencies and building partnerships.
- Demonstrate supervision skills.