

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.