

Job Description – Lead Teacher

The Lead Teacher, under the supervision of the Directors, is responsible for planning and executing the educational program in accordance with the purposes and goals of PB & J Day School. The Lead Teacher is responsible for the general supervision and management of a class of preschool children.

Qualifications

1. Is professionally prepared as a teacher of young children, especially in the field of early childhood education or development; meeting the requirements of the licensing agency
2. Preferably has an elementary education degree for teaching ages 3-5 years.
3. Is a sensitive, mature individual who relates well to children and adults

Responsibilities

1. Plans, supervises, and implements the program for the class in accordance with the policies and philosophy of PB & J Day School.
2. Gears the program to the needs of individual children with concerns for their interests, handicaps, special talents, and individual style and pace of learning.
3. Interacts with children and encourages their involvement in activities.
4. Treats children with dignity and respect.
5. Plans and implements appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, etc.
6. Supervises and promotes activities designed to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled at the School.
7. Supervises the upkeep of all educational equipment and materials in assigned area.
8. Eats all meals with the children and encourages the development of sound nutritional practices.
9. Maintains progress reports of each child's growth and development, prepares periodic reports, and reviews these with Directors and parents.
10. Prepares daily logs with written comments for each child.
11. Works with parents to promote understanding of their child's growth and development; encourages parent participation in school programs; conducts conferences upon request.
12. Is responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom and its learning centers.
13. Assumes an equal share of the joint house-keeping responsibilities for their classroom.
14. Attends all staff meetings.
15. Participates in recommended training programs, conferences, courses, and other aspects of professional growth, maintaining current knowledge of early childhood practice.
16. Effectively trains, supervises, and utilizes classroom assistants and floaters.
17. Conducts parent conferences on each child's school adjustment, classroom behavior, and developmental progress.

18. Plans and implements methods of establishing a positive liaison with parents.
Communicates frequently with parents informally, with periodic notes and verbal communications as well as a monthly classroom newsletter.
19. Assists in public-relations events sponsored by the school.
20. Supervises all activities to ensure safety at all times.
21. Helps children establish good habits of personal hygiene; change diapers and assists with toilet training as needed.
22. Maintains a professional attitude and loyalty to the School at all times.
23. Works with other staff members to form a positive, supportive team atmosphere.
24. Attends set-up week prior to the start of school and the clean-up week following the last day of school.
25. Participates in Parent Open House prior to school.
26. Performs additional program duties as assigned by the Director according to the School's needs.
27. Participates in dismissal procedures, ensuring that each child leaves with the appropriate adult.
28. Greets parents and children with salutations and smiles.