

Peacock Family Services Classroom Lead Teacher

305 N Madison Ave, Suite C
Bainbridge Island, WA 98110
206-780-1505
peacockfamilycenter.org



Job Description

In addition to maintaining high quality interactions with the children and their parents, the Classroom Lead position requires that the individual have the knowledge and experience in early childhood development necessary to support the direction of the curriculum and lesson planning. A Classroom Lead Teacher is responsible for implementing the Center early learning program and curriculum; in accordance with the organization's policies and procedures, WAC requirements, and Early Achievers expectations.

Supervised by

Childcare Director

Responsibilities

Professionalism

- Be dependably available for the daily operation of the classroom.
- Actively participate in staff meetings and trainings.
- Ability to communicate well with other teachers, and train them as needed while exemplifying best practices.
- 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.

Classroom Environment

- Promote an educational, nurturing, and safe indoor and outdoor learning environment that meets enrolled children's developmental need, and regulations set forth by WAC and Early Achievers.
- Plan, evaluate, and improve the physical environment in the classroom on an on-going basis to create opportunities to meet the changing needs of the developing child.

With Children and Families

- Develop weekly plans, and implement age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development.
- Provide responsive care for all children by adapting daily caregiving routines and plans to the interests and needs of the individual child and the group.
- Interact with the children to support play, exploration, and learning, along with the development of self-esteem and social skills.

- Present expectations that are appropriate to each child's age and developmental level, and in-line with the organization's philosophies and policies.
- Demonstrate cultural competency and respect for each child's background by incorporating the cultural, linguistic, and familial values and beliefs into the childcare program and lesson plans.
- Maintain ongoing, open communication with parents/caregivers.
- Perform on-going developmental evaluations and observations of children, as required by Early Achievers and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- Prepare for and complete twice-yearly parent conferences to discuss children's developmental progress, needs, and interests.
- Prepare and complete developmental progress reports as needed, including requests from parents and the school district.
- Be able to interpret and integrate Individual Education Plan (IEP) plans and needs into the classroom.
- Complete child transition and orientation of the classroom with parents and other involved Lead Teacher if applicable, assisting families with children's transitions from toddler to preschool and from preschool to kindergarten.

Staff and Center Communication

- Maintain accurate, complete and timely emergency forms, curriculum plans, individual child development profile and other records as needed.
- Report all staffing and classroom concerns to Team Lead and/or Childcare Director in a timely manner.
- Report family schedule change requests and absences to administration in a timely manner.
- Complete daily health checks regarding hygiene, safety, and overall well-being of the children, and reports any concerns of abuse or neglect to Team Lead, Childcare Director and/or child abuse hotline.
- Assist with functioning and monitoring of nutrition and food service.
- Assist with the supervision of staff and volunteers for childcare settings.
- Ensure that the Assistant Teacher and Support Staff are kept updated in all matters concerning the classroom and program, i.e. Lead Teacher Meetings, lesson plans, policies & procedures, training received.
- Provide functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom.
- Contribute to yearly performance evaluations.