



A Division of Berean Community Development Corp.

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Lead Teacher	<b>DEPARTMENT:</b>	Early Learning Academy (ELA)
<b>CLASSIFICATION:</b>	Non-Exempt	<b>LOCATION:</b>	Early Learning Academy (ELA)
<b>REPORTS TO:</b>	Director of Child Care Services	<b>SUPERVISES:</b>	None

### POSITION SCOPE AND IMPACT

Responsible for providing a classroom environment conducive to learning and motivating children to develop skills, attitudes and knowledge for center aged children. This role will provide leadership and foster a positive safe, caring and enriching environment.

### MAJOR RESPONSIBILITIES

- Communicating center information to parents by phone and in person
- Complying with center policies and procedures and instructing staff in a positive manner
- Creating and following a lesson plan designed to assist in teaching the Abeka Christian Curriculum
- Developing and building positive relationships with community members and the Department of Early Care and Learning
- Handling and controlling behaviors & frustrating situations
- Implementing daily activities that meet the physical, emotional, intellectual and social needs of the children
- Implementing emergency processes and procedures
- Instructing the children in a positive manner
- Keeping a consistent head count of all children in the center and communicating changes to staff, parents and the Director
- Maintaining a safe and healthy environment
- Operating according to policies and procedures of the Department of Early Care and Learning
- Overseeing day to day operations
- Participating in CPR and First Aide Training and complete 10 continuous hours of childcare training annually
- Providing leadership in the classroom
- Requiring the ability to lift of up to 35lbs
- Setting educational standards and goals needed to operate a successful Christian daycare program
- Supporting other instructional staff using fair practices to create a team environment
- Understanding of child welfare and authorizations required for releasing children to parents and family members
- Utilizing MS Office (Word, Excel, Outlook, etc.) and Childcare Management system
- Performing all other duties assigned

## QUALIFICATIONS

- Bachelors Degree or Masters Degree in Early Childhood Education or Child Development
- Associates Degree in Early Childhood Education or Child Development and 6 months of qualifying experience
- Bachelors Degree, Para Professional Certificate, CDA, or Child Care related Diploma from a vocational institute and qualifying experience
- Technical Certificate of Credit, Child Development, Program Administrator or School Age Youth Care and qualifying experience.
- 40 hour Director Training Course and 5 years experience in a Day Care Center or Home
- Twenty Five Quarter Hours or Fifteen Semester Hours from an accredited college or university in Early Childhood Education or Child Development and 6 months of qualifying experience

## ATTRIBUTES

- Detail oriented with excellent interpersonal skills with ability to communicate with all levels of the organization including Parents.
- Ability to provide exceptional service to teachers, students, parents and staff members.
- Ability to demonstrate flexibility for changing priorities.
- Supports diversity while recruiting.
- Ability to work in a fast-paced team environment and uses good time management skills to prioritize multiple competing requisitions.
- Ability to maintain the confidential nature of personnel related information.

## INTENT

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Department Approval By:	Department Approval Date:	HR Approval Date:	Salary Grade: