



Position Description

TITLE	Lead Teacher
DEPARTMENT	Early Head Start
REPORTS TO	Site Coordinator
POSITION CLASSIFICATION	Full-Time / Non-Exempt
PAY GRADE	8
POSITION SUMMARY	
The Lead Teacher plans and implements a weekly and ongoing developmentally appropriate plan for a group of infants and toddlers with individualized considerations for each child, while managing the classroom and exceeding federal Head Start Standards, State Childcare Licensing Regulations and local grant goals/objectives. Will act as a resource, advisor and advocate to parents in the areas of child development, health, education and community resources. The Lead Teacher will treat all individuals with dignity and respect, make necessary referrals for clients and exemplify SCCAP's commitment to empowering people to reach their potential.	
EDUCATION & EXPERIENCE	
• Must have an Associate Degree in Early Childhood Education, Child Development Associate (CDA) credential for Infant and Toddler Caregivers or advanced degree and coursework equivalent to a major relating to Early Childhood Education. • Must be proficient in Microsoft Office, email and have the ability to perform mathematical operations. • Must have the demonstrated ability to direct the activities of others, provide training and communicate effectively, both orally and in writing. Bilingual speaking ability a plus.	
REQUIRED SKILLS / ABILITIES	
• Must possess a valid driver's license and have access to a personal vehicle with required liability insurance for use in business related travel. • Must be able to work at various sites under different supervisors. • Must ensure efficient operations and present a professional image in conduct, attitude, and attire. • Must be philosophically compatible with the mission of SCCAP. • Must maintain the integrity of confidential employment, client and business information. • Must be able to obtain CPR and First Aid Certification (SCCAP will provide the training) within 60 days of employment. • Ability to travel locally, regionally and nationally to attend to daily work demands, meetings, workshops and conferences.	
<u>Childcare Requirements</u>	
• Free from Child Abuse and Neglect • Annual TB test • Pre-employment drug test & physical examination certification	

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. The following should not be construed as a complete list of responsibilities, duties, and skills required of personnel. Other duties may be required and assigned.

- Will not leave children unattended or unsupervised in accordance with SCCAP policies and procedures.
- Ensures reporting of any and all suspected cases of child abuse and neglect, as required by law.
- Must hold at least two parent teacher conferences per year with appropriate documentation.
- Plans and adapts curriculum in the classroom to address and meet individual goals of children as identified in their Individualized Education Plan (IEP) and Individual Family Service Plans (IFSP).
- Prepares attendance records, first aid/injury reports, food service records, meal participation records, family contact reports, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules and punctuation, grammar, diction, and style.
- Conducts and documents weekly anecdotes, observations, and assessments with a minimum of two per child each week.
- Prepares and distributes monthly newsletter to parents and families.
- Conducts classroom inventories and prepares list of needed supplies.
- Interacts and provides feedback to supervisors, component coordinators and appropriate staff.
- Supervises, evaluates, and mentors Teacher Assistants and/or Aides.
- Provides opportunities for children and families to participate in family literacy services.
- Maintains current and accurate records of family interactions including home visits, conferences, family action plans, needs assessments, etc.
- Prepares and distributes monthly newsletter to parents and families.
- Visually observes and supervises infant and toddler activities, moving quickly to prevent dangerous situations.
- Carries out positive discipline practices in accordance with South Central Community Action, Inc policies and procedures.
- Follows all regulations and requirements as dictated by SCCAP policy, State Childcare Licensing Requirements, CACFP, Early Head Start Performance Standards, and Paths to Quality.
- Implements and documents individualized feeding plans for infants and toddlers and respects individual preferences and eating styles.
- Tends to infants and toddlers' personal hygiene needs, remaining especially attentive and interactive during routines such as diaper changing, cleaning, feeding, and changing soiled or wet clothes.
- Observes and assesses infants and toddlers to determine the need for referrals. Is aware of and adapts activities for infants and toddlers with special needs.

PHYSICAL/MENTAL DEMANDS

Ability to use departmental equipment, tools, and materials.

Ability to exert physical effort in light to moderate work involving lifting (up to 50 pounds), carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance, tasks require perception and discrimination. Requires normal range of hearing and vision.

Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful. A consistent pleasant attitude is necessary with personal maturity as an important attribute. Must relate and interact with people at all levels of the company and in a culturally diverse environment.

SCCAP is committed to providing access, equal opportunity, and reasonable accommodations for individuals with disabilities or sincerely held religious beliefs. Contact Human Resources to request reasonable accommodations

Our company reserves the right to modify job duties at any time. This document is not an employee contract.

I may be required to undergo a drug screening, and I hereby authorize any medical professional to furnish information on me as necessary in conjunction with that screening and related considerations.

SCCAP is an Equal Opportunity Employer