

Lead Teacher

Reports To: Center Director, Administrator

Supervises: Assistant Teachers, Student Co-op Workers,
Volunteers



Job Summary:

The Lead Teacher is responsible for the planning, implementation and coordination of the comprehensive educational program in the classroom, while providing a positive, safe, nurturing and educational experience for every child. The Lead Teacher ensures the program is developmentally appropriate and meets the individual needs of the children as mandated by Stepping Stones, state, and local standards.

Responsibilities:

- Plan, implement and supervise the daily activities and routines of the group of children in care
- Explore and implement diverse activities to challenge children's growth and development, keeping in mind their self-esteem and feeling of self-worth
- Know and assure all licensing rules are met
- Complete lesson plans using a curriculum which aligns with the Wisconsin Model Early Learning Standards and meets the individualized goals of each child along with group goal setting in a timely manner and turn into Director for review
- Timely observations and record keeping of children's activities and progress
- Continued communication with parents/guardians regarding child's daily activities and developmental progress
- Help keep facilities attractive, sanitary, and orderly together with other staff, keeping in mind the safety of children, families and staff
- Complete all yearly professional growth and development requirements mandated by licensing rules
- Attend all staff meetings
- Attend special functions of Stepping Stones to promote communication and partnerships between families, staff and the outside community
- Foster cooperative relationships with families, staff and the outside community
- Other duties as assigned by the Director or Administrator

Requirements:

- Be at least 18 years of age
- A biannual physical exam, drug screen and TB test are required as a condition of initial employment and continued employment
- Must be able to physically interact with children, including bending, kneeling, sitting on the floor, lifting up to 40 pounds, climbing and walking
- Degree in early childhood, or completion of necessary training as required by state licensing rules