

EMPLOYMENT OPPORTUNITY



Guadalupe
Centers

Department: Early Childhood Education Center

Job title: Lead Teacher

Reports to: Director

Job Purpose:

To create a quality program and a class environment conducive to learning and personal growth; to establish effective rapport with students; to establish good relationships with parents and other staff members.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Promote and support children's social, emotional and physical development consistent with the philosophy of Head Start.
- Plan and develop creative curriculum and opportunities for social and emotional development.
- Work in collaboration with classroom staff, specifically the Assistant Teacher.
- Observe and document children's learning and development on an ongoing and consistent basis.
- Demonstrate the knowledge of early childhood theories of growth and development.
- Provide individualized learning opportunities to children in order to enhance their development of cognitive and language skills.
- Establish a quality early childhood learning environment, with attention to standards of health, safety, and organization and maintain the policies and procedures of the program.
- Demonstrate and maintain required individual children assessments in compliance with Federal and State contracts with all early childhood affiliations.
- Ensure that the Associate Teacher and Assistant Teachers are kept updated in all matters concerning the classroom and program, i.e. Lead Teacher Meetings, lesson plans, policies & procedures, training received.
- Actively promote the professional development of Teacher Assistant through modeling, mentoring and inclusiveness in duty implementation.
- Maintain a professional relationship with staff and families.
- Perform other related duties as assigned

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual verbal and written skills in English and Spanish strongly preferred.

EDUCATION and/or EXPERIENCE

- Associate Degree in Early Childhood
- Associate Degree with 30 course hours in required early childhood course work
- BA in Early Childhood
- Two (2) to four (4) years' experience in Early Childhood Education field
- Official transcripts must include MO State Childcare Licensing and Head Start required Early Childhood classes

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift items. The employee is directly responsible for safety, wellbeing, and work output.

Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

APPLY BY:

The intent of this job description is to provide a representative summary of the essential functions that will be required of position given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties through their hiring department. Specific job related duties assigned by hiring department shall be consistent with the representative essential functions listed above and shall not be expanded in role or scope.

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IF YOU WOULD LIKE TO APPLY, PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO OPPORTUNITIES@GUADALUPECENTERS.ORG. IF A POSITION REQUIRES A DEGREE, PLEASE ATTACH A COPY OF TRANSCRIPTS/AND OR/ DEGREE CERTIFICATE TO YOUR SUBMISSION.

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