

Job Description

Position: Lead Teacher

Location: Guadalupe Centers Pre-K

Purpose: To create a flexible program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education in accordance with each student's ability; to establish good relationships with parents and other staff members.

Relationships: Reports to Coordinator. Works closely with staff and is supportive with parents.

Essential duties and responsibilities: *Other duties may be assigned.*

Main responsibilities:

- Plan and implement curriculum and assessment
- Supervise and develop any support classroom staff and manage the day-to-day operations in the classroom
- Observe and document children's learning and development on an ongoing and consistent basis.
- Demonstrate knowledge of the theories of child growth and development and early childhood education and family support.
- Promote and support children's social, emotional and physical development.
- Lead the teaching team in planning and implementing curriculum and assessment.
- Provide individualized attention to the children in order to enhance their development of cognitive and language skills.
- Establish and maintains an appropriate early learning environment, with attention to standards of health, safety, organization, and aesthetics.
- Lead and model professionalism and teamwork within the teaching team and the program.
- Develop and maintain supportive, professional relationships with children and their families to enhance parent education, communication, involvement and advocacy.
- Supervise and develop any support classroom staff and manage the day-to-day operations in the classroom.

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

Preferred:

- Ability to speak Spanish.
- Two (2) to four (4) years of experience in working in early childhood education.
- Strong organizational skills.

Minimum:

- Minimum of an AA in Early Childhood
- Currently working towards a BA.

Communication skills:

- Ability to communicate both verbally and in writing.
- Ability to interact effectively with all aspects of benefits.
- Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.
- Effectively communicate with people in potentially stressful situations.

Other skills and abilities:

- Excellent skills in classroom management.
- Ability to consistently meet daily, weekly and monthly deadlines.

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