



## **Toddler Lead Teacher Job Description**

### **Job Summary**

Plans and implements the daily curriculum for children in the classroom. Oversees and coordinates the children's personal care, hygiene, learning activities, specialized programs and positive guidance. Maintains classroom records and developmental checklist. Ensures that classroom and other play areas are consistently clean and safe. Informs parents daily of their children's progress. Supervises and directs activities of assistant teacher assigned to the classroom. Communicates with Head of Early Childhood in a timely manner about pertinent issues regarding staff, children, families, and the program.

### **Primary Duties and Responsibilities**

#### **Education and Curriculum**

- Plans and implements curriculum activities and lesson plans that promote children's social, emotional, physical, and cognitive development. Implements program schedule for the classroom, outdoor time, meals, snacks, and special activities.
- Uses positive guidance techniques consistent with Conscious Discipline, state regulations, counsels children when social, academic or adjustment problems arise.
- Keeps accurate and current records of each child's developmental milestones, student accidents, anecdotal records, and attendance.
- Establishes developmentally appropriate room arrangement, décor, and learning environment in the classroom.
- Plans formal and informal parent conferences with Head of Early Childhood's guidance.
- Provides written communication and/or Daily Reports to parents via paper, Smartcare, Seesaw, Vidigami, or any other digital communication. Ensures that daily list of activities is posted for parents. Maintains classroom bulletin boards.
- Has strong working knowledge of Texas Minimum Standards as they pertain to school operations.

#### **Interactions with Parents, Staff, and Head of Early Childhood**

- Meets with prospective families and communicates appropriately with potential new families.
- Supervises specific classroom's assistant teacher(s) in all aspects of their position; mentors assistant teachers to develop the required skills and expertise needed to ensure classroom curriculum is implemented and an appropriate classroom environment is maintained.
- Assists in training new staff and familiarizing them with school practices, forms, and schedules.
- Observes, records, and reports to Head of Early Childhood any significant behavior of children or staff that could adversely affect the quality of care provided.
- Actively participates in school events, staff training sessions, meetings, and programs.



## HOLY SPIRIT EPISCOPAL SCHOOL

- Immediately notifies Head of Early Childhood of needed repairs to the building, play area, equipment or toys throughout the facility. Ensures that children are not exposed to equipment or situations that could affect their health or safety.
- Accepts temporary work assignments in the event regularly scheduled staff is not available, such as answering the phones, helping in another class, and/or assisting in management of school.

### **Health and Safety**

- Implements appropriate emergency procedures in the event of fire, tornado, chemical leak, or other emergency situations.
- Administers CPR/First Aid or other appropriate emergency procedures in the event of serious student accidents or emergencies
- Properly maintains educational materials and equipment; ensures that children are using equipment in an appropriate manner.
- Keeps classroom and other play areas safe, neat, and clean.

### **Reporting Relationships**

- Reports directly to the Head of Early Childhood.
- Also takes direction from other school management personnel.
- Supervises the day-to-day work assignments of the assistant teacher in their classroom.

### **Qualifications**

- Must meet or exceed state licensing requirements for age, education, and experience.
- Must have at least 2 years experience working in early education.
- A Bachelor's degree in Early Childhood Education, Associate's degree in Early Childhood Education, or a CDA is required.
- Must be able to repeatedly bend, stoop and run; must repeatedly lift and carry children.
- Must be able to effectively interact and communicate with children and parents.
- Must maintain at least 24 hours of training each year.