

FOUR SEASONS EARLY LEARNING CENTER
2801 North Martin Luther King Drive
Job Description

Job Title: Lead Teacher

Purpose: This position is responsible for providing daily early learning opportunities for young children. To provide an environment this fosters safety and development of the whole child while meeting the needs of the parents or guardians. The Lead Teacher is responsible for oversight and leadership of the classrooms. This person must be professionally prepared as a Lead Teacher of young children in the field of early childhood education or development. This person must be able to relate well to both children and adults. This person must also possess the qualities of honesty, patience and integrity. Perfect attendance and a good attitude is a must.

Status: Full-Time

Reports to: Administrator

Start: TBD

Responsibilities:

- Conduct developmentally appropriate activities for young children.
- Understand and adhere to positive discipline.
- Maintain positive communication with families and staff.
- Maintain a safe and healthy environment.
- Maintain accurate records such as attendance, daily notes, child assessment portfolio, etc.
- Conduct child progress assessment meetings with families.
- Supervise and plan assignments for assistants and volunteers.
- Understand and implement both center's philosophy and developmentally appropriate practices in environment set-up, lesson planning, and child interactions.

- Maintain a safe and healthy environment for children; serve as a positive role model to all children. Must effectively handle emergency situations, such as evacuations, health related emergencies.
- Communicate frequently with families, children and other staff both verbally and in writing. Cooperate with Director, Administrator and other Management staff in carrying out the goals of the center.
- Plan, supervise and implement the program for the class in accordance with the policies and philosophy of the center.
- Gear the program to the needs of individual children with attention to their interest, special talents and individual style and type of learning.
- Help children understand and become aware of their culture, as well as others.
- Be responsible for the cleanliness, appearance and environment of classrooms and entire center, as well as daily attendance.
- Attend all staff meetings and recommended training/in-service programs.
- Use good judgment in both multiple task and high stress situations.
- Get down to children's level to meet physical needs of children both indoors and outdoors.

Continued-Lead Teacher

- Maintain confidential children's files and medical log book.
- Understand and implement Wisconsin Licensing Regulations and NAEYC Accreditation Criteria.
- Observe, assess and record development of children and share on a weekly basis information with Director and Parents.
- Provide a balance of activities with smooth transitions between them.
- Follow all DCF State regulations regarding childcare and Youngstar.

Qualifications:

- Bachelor's Degree in Early Childhood Education or related field.
- At least three years of classroom experience.
- Must meet all Wisconsin Department of Children and Families
- Must have CPR training and other required courses.
- Patience and positive attitude, Must maintain positive attitude toward children, staff, families and visitors.
- Provide sight and sound supervision of children at all times.
- Provide oversight with all classroom activities
- Exhibit leadership skills, Experience working with diverse populations.
- Good verbal and written communication skills. General knowledge of different curricula.
- Must be reliable and responsible for scheduled hours.
- Must pass drug testing and be free of drugs, alcohol and physical exam with TB test.
- Must show professional attitude with desire to grow in the field of early childhood education.
- May be required to open or close center.
- Must have good computer skills to track attendance, complete progress reports, and develop lesson plans, child portfolios, and letters to parents.
- Working conditions: Must be able to climb stairs, get down to children's height on a regular basis, some lifting of children and play equipment (up to 40 pounds), sitting on floor with children, taking children outdoors for walks and play, occasional field trips outside of center, evacuation drills,
- Must be able to pass criminal background check according to DHFS rehabilitation review.
- Other duties as assigned

Please submit resume via Email to fourseasonslearningcenter@aol.com for additional information, please call 414.397.8871