

Position/Title: **LEAD TEACHER, PRE-K**
Location: 107 Winter Street, Haverhill, MA 01830
Compensation: Based on experience and Agency guidelines

POSITION SUMMARY

The Lead Teacher is responsible for all aspects of the daily operation of his/her assigned classroom ensuring that it functions at the highest quality standard and meets criteria established by EEC state licensing guidelines including staff to child ratios, health & safety policies and emergency procedures. She/he leads the teaching team, guides and evaluates teachers and assistant teachers while demonstrating a balance of compassionate caregiving and professionalism. The Lead Teacher plans and implements classroom curriculum, maintains children's records, communicates information to families, and maintains a safe, healthy, warm, engaging, and attractive environment. Responsibilities include but are NOT limited to the following areas:

ESSENTIAL FUNCTIONS

Parent Interaction and Communications

The YWCA provides childcare to parents so that they may work and become economically self-sufficient in order to provide for their family. It is the responsibility of the Teacher to nurture and maintain open lines of communication with parents, provide support and referral services as needed, and to act as a resource to the parent in the areas of age-appropriate parent-child interaction.

Classroom Management:

The lead teacher is responsible for all aspects of the classroom's environment ensuring that it meets all criteria established by licensing and NAEYC accreditation standards. The lead teacher's role is to design the classroom to promote interesting areas that are well organized, attractive and rotated regularly.

Curriculum Assessment and Observation

The curriculum is a way to ensure that the teacher is intentional in planning a daily schedule that maximizes children's learning through effective use of time, materials used for play, self-initiated learning, and creative expression. Linking the curriculum with the assessment tools is critical in developing individualized learning. Assessment is the process of observing, recording and otherwise documenting what children do and how they do it as a basis for a variety of educational decisions that affect the child.

Quality Compliance

The YWCA is committed to providing the highest standard of quality care and education to the children we serve. The Lead Teacher is responsible for providing a safe, progressive and developmentally appropriate program in accordance with all relevant legislation, policies and procedures.

Professional Growth and Development

To meet the highest program standards, staff must possess the skills and education to provide those services. The YWCA is committed to supporting the individual professional growth and development of our lead teachers. Lead Teachers are expected to engage in as many activities as possible to build their skills and further their professional growth.

PHYSICAL/MENTAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to sit (at times on the floor with children) and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Work is varied in nature and is performed with frequent interruptions and some emergency situations, which demand the ability to respond immediately, calmly, effectively, and efficiently.