



JOB DESCRIPTION: Lead Teacher

A Lead Teacher in **Discovery Tree & Arista School** programs must be of good character and equipped by education, training and/or experience for working in an infant/toddler, pre-school, or elementary program. The Lead Teacher must be a sensitive and mature individual who is able to relate well to both children and adults; one who has the capacity to enjoy children. The individual must have the physical, mental and intellectual capacity to fully teach, supervise, and care for children. Direct Supervisor(s) – Program Director & Executive Team

QUALIFICATIONS:

- Must be 21 years of age or older
- Dept. of Justice fingerprint clearance
- Must have current physical, clear TB test, clean DMV, current auto registration, & access to a vehicle
- Possess current CPR & First Aid training
- BA or A.A Degree in Child Development, Human Development or related field preferred or equivalent work
- experience (D.T. reserves the right to promote/hire other qualified persons) including classes in:
 - Child Growth and Development
 - Administration
 - Program/Curriculum in Child Development
 - Infant/Toddler units (if applicable)
 - Child, Family and Community
 - School-age program/curriculum units (if applicable)
- Sensitivity to children's individual needs. The ability to maintain an orderly environment
- Ability to supervise activities and children (group & individual) conducive to the growth and development of children. Ability to relate well with children
- Evidence of emotional maturity and stability with sufficient judgement to handle crisis situations
- The desire to make a difference in people's lives
- To always be a part of the solution and never part of the problem
- Physical: Employees will be required daily to sit, walk, speak, hear and see (vision abilities include close and colour vision. Employees are frequently required to use hand/finger dexterity, handle, feel, and reach with hands and arms and must be able to reach all files in office for 25% of the day. Employees are regularly required to lift to 10 lbs. - 35 lbs. Employees are regularly required to stand, walk, and drive to all sites and meeting locations.



- Other Qualifications: The ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the performance of duties. Ability to organize & maintain an orderly environment, to handle detailed work accurately and delegate work appropriately. Capable of high volume of work in a fast-paced environment and often under pressure to meet deadlines. Ability to objectively evaluate employees without prejudice or bias. Must be able to work as an effective team member and leader.

DUTIES

- The LEAD TEACHER plans, supervises and implements all/part of the program in accordance with the philosophy, policies and procedures of Discovery Tree & Arista Schools.
- The LEAD TEACHER is responsible for developmentally appropriate weekly lesson plans, rotation plans, staff communication regarding individual plans & rotation, and to post plans (or assure plans are posted) one week in advance for parents and staff.
- Guides program Teachers and staff in maintaining facility, supplies, and materials to reduce waste/breakage/misuse.
- Assures consistent parent communication including but not limited to; Infant/Toddler binders, ‘Thought You Should Know’ notes & chart, ‘About Your Child’s Day’ notes and chart, program Newsletter information.
- Is responsible (with P. Director) for planning, assessments and parent communication pertaining to transitioning children. Pre-school LEAD TEACHERS are also responsible for the pre-K small group including assessments and parent conferences.
- Supervises and directs staff, assistants, support staff, and volunteers so that all efforts are made toward a quality program and efficiently run operation.
- Provides a stimulating environment where children feel secure and enhances the child’s self-respect
- Is responsible to familiarise and provide basic training to new staff on the policies, procedures, equipment, children and parents in the program.
- Maintains positive and effective relationships with the families of the children enrolled.
- Maintains open channels of communication with staff. Directing staff in solving problems through self discipline and positive reinforcement.
- Mentors staff as needed to support the T.E.A.C.H.E.R.S. training manual, train, and model, maintain quality & consistency and support the program, policies, procedures & total vision of Discovery Tree & Arista Schools.
- Oversees the planning, implementation and appropriateness of field trips including Field Trip Contacts, Field Trip Plan, Checklist, Field Trip Permission Forms, Posting F. Trip Notices, Parent Packs, as well as, any need Thank-you notes, gifts, etc.
- Fill out and attain all aspects of the annual professional development plan to include (but not be limited to) on-going education/ training of DT administrative duties.
- Assists & supports Program Director whenever necessary.
- Attends/contributes to staff/parent meetings.



- Inventories and maintains needed supplies, equipment and building needs, and submitting requisition forms, to assure all is in supply and in good repair. Perform any additional duties as deemed necessary by the Director
- Participates in recommended training, conferences, courses and other professional development.
- Attends and contributes to Monthly Administrative Meetings – Lead Teacher Meetings, and follows through with all required new policies, procedures, programs, etc. that come out of the L. Teacher Meetings.
- Assumes responsibility for operation of the school in the absence of the Program Director.
- Ability to perform stated duties daily or as scheduled Report to work daily.

Wages _____ p/hr _____ O/T _____
 _____ mtg rate _____ Signature _____ Date _____

