



JOB DESCRIPTION: LEAD TEACHER – (Admin)

A Lead Teacher in DISCOVERY TREE AND ARISTA SCHOOLS 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

- 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 AND ARISTA SCHOOLS AND 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 plan is 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.

I have reviewed the Job Description for _____, and they are able to fully / With restrictions (please circle one) Perform the essential job duties.

Physician Signature

Printed Name & Contact Number

Date

(Rev. 10/2020)



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