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## LEAD TEACHER JOB DESCRIPTION

*Assist and support the classroom teacher in providing a healthy, safe, and developmentally appropriate program and environment where children have the opportunity to develop social-emotional, language, intellectual and physical skills.*

**Job Title:** Teacher Aid/Substitute

**Reports to:** Administrative and Program Director; daily direction provided by Lead Teacher

**Minimum education and experience:**

**Required:** At least 18 years of age; a high school diploma or GED and one year of experience in early childhood education or the 40 hour new hire licensing training.

**Preferred:** CDA or equivalency credential with one year of experience.

**Salary level:** Dependent upon qualifications and experience

**Expected Results:**

- 1) Classroom Setup
  - a. Assist Teacher in decorating classroom with items appropriate for the age and season
- 2) Instructional Time & Assessment
  - a. Engage with children on their level and follow lesson plan as appropriate
  - b. Assist Teacher in maintaining a portfolio of work for each child documenting growth
  - c. Assist Teacher in preparing and monitoring student weekly reports
  - d. Develop a cooperative working relationship with families by frequent communication either by phone, email, written note or personal conversation
  - e. Be available for parent conferences, as needed
- 3) Behavior Management
  - a. Redirect misbehavior and do not demean child, use alternate behavior modification tools as appropriate
  - b. Enhance and maintain child's self-esteem
- 4) Health and Safety
  - a. Monitor child areas for hazards or sanitation problems; correct problems immediately or remove children from hazard until it can be corrected
  - b. Provide consistent supervision for all children at all times, indoors or out
  - c. Provide experiences and training to help children develop and practice good health/safety habits
    - i. Follow daily hygiene procedures for staff and children
    - ii. Follow all center schedules

- d. Assist Teacher in maintaining accurate and timely records of accidents, illnesses, medication, attendance, observations, assessments and family conferences
- 5) Teacher Support
  - a. Reviews daily and weekly lesson plans with teacher
  - b. Follows direction of teacher

**Desired Competencies:**

- 1) Teamwork
  - a. Share best practices among staff
  - b. Provide balanced feedback to the source with coaching
  - c. Accept balanced feedback and modify behavior with coaching
  - d. Adhere to work and break schedule; secure and communicate coverage when out of office
  - e. Attend scheduled staff meetings and trainings
  - f. Maintain common areas in a neat, orderly fashion
- 2) Training and Advancement
  - a. Proactively complete required yearly training and seeks opportunities to learn
- 3) Leadership
  - a. Positively supports change and raises issues through appropriate forums
- 4) Represents Children's Academy
  - a. Dresses appropriately and is well-groomed
  - b. Lives the values of good citizenship and demonstrates them with the children, parents and staff
  - c. Recruits new families
- 5) Identifies and Solves Problems
  - a. Identifies problems within role and begins to identify/propose potential solutions
  - b. Identifies opportunities to improve within role and begins to identify/propose potential solutions
- 6) Communication
  - a. Communicates clearly and professionally within team and with parents
  - b. Observes confidentiality relating to children, teachers and school

**Physical Requirements:**

- 1. Able to lift 30 pounds
- 2. Able to bend, stoop or kneel to achieve children's eye-level
- 3. Able to sit on the floor and/or child-sized chairs
- 4. Able to spend up to 1 hour at a time outdoors throughout the year
- 5. Able to write notes and communicate verbally using standard English

**Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_