

**Warwick Child Care Center, Inc.**  
**Lead Teacher Job Description**  
**Elementary Children**

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**General Description of the Position:**

Lead teachers are responsible for a class of school age children and accountable for supervising assistant teachers/substitutes assisting in their classroom. This position reports to the center Director and Assistant Director.

**Educational Requirements:**

- High School Diploma and 30 credit hours in Early Childhood Education.  
or
- Child Development Associate (CDA) and two years experience with children.  
or
- AS degree in Early Childhood Education.

**Specific Job Duties:**

- Plan and type a monthly club activity calendar incorporating the PA Early Learning Standards, Keystone STARS standards and Warwick Child Care Center policies. Ensures that all materials are readily available when needed for the activity.
- Implements activities on the club calendar with school age children before and after school.
- Maintain twelve (12) Keystone STARS learning centers.
- Display children's creative artwork on bulletin board, changing monthly.
- Interact with children in a manner that clearly conveys love and acceptance.
- Consistently provide each child with individual attention while being aware of the entire group of children.
- Assist and monitor children doing homework.
- Comfort crying children immediately.
- Respond to the children through appropriate touching, holding, smiling and speaking in a positive tone of voice.
- Have the ability to relate to the diverse backgrounds of parents in order to foster the growth and development of their children.
- Meet with parents as necessary and be available for their questions and concerns.
- Write and type a one page for the bi-monthly center newsletter (Turtle Tales) that includes curriculum information with proper grammar and punctuation.
- Write monthly observations and use the online version of Work Sampling to enter the monthly anecdotal records, perform child assessments and maintain online portfolios.
- Participate in parent conferences in the fall and spring each year utilizing the Work Sampling assessment and online portfolios.

- Provide assistant teacher/substitute with ample information and materials so they can assist in managing an efficient classroom.
- Initiate classroom activities.
- Supervise and assist children with meals and clean up.
- Assist and monitor children during handwashing.
- Supervises children during toileting period.
- Participate in supervising and teaching during learning activities, free play and outdoor play.
- Adhere to the daily schedule.
- Be available for additional hours when the elementary schools have early dismissals and days off school.
- Use equipment and supplies conscientiously.
- Be flexible and willing to assist another employee in a time of need.
- Willfully perform housekeeping and kitchen duties as needed.
- Assist with maintaining a clean and orderly physical environment conducive to optimal growth and development of children. Including, but not limited to: stocking paper goods, refilling soap dispensers, sweeping under sand tables, wiping down trash can lids and chairs, dusting computers, picking up and organizing toys, etc.
- Perform emergency duties when the need arises. Including, but not limited to: mopping up a spill, cleaning up after a sick child, shoveling snow, salting the sidewalk, etc.
- Participate in fire drills bi-monthly.
- Greet each parent and child by name at all times.
- Monitor indoor and outdoor safety hazards at all times and reports the hazards to the Director or Assistant Director as necessary.
- Accountable for the supervision of all children in your classroom at all times through use of turtle charms (staff and child ID cards).
- Monitor children's usage of the computer, both the amount of time spent on the computer and the context in which they are using the computer.
- Maintain confidentiality at all times.