

**Warwick Child Care Center, Inc.**  
**Lead Teacher Job Description**  
**Preschool and Kindergarten Children**

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**General Description of the Position:**

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

**Educational Requirements:**

- BS degree in Early Childhood Education  
or
- BS degree in child development, special education, elementary education, or the human services field with 30 Early Childhood Education credits and one year work experience related to the care and development of children.  
or
- AS degree in Early Childhood Education and four years work experience related to the care and development of children.

**Specific Job Duties:**

- Plan and write developmentally appropriate lesson plans with a bi-weekly theme incorporating Creative Curriculum, Pennsylvania Early Learning Standards, Keystone STARS standards and Warwick Child Care Center policies.
- Incorporate in weekly lesson plans: Handwriting without Tears and any other curriculum programs adopted by Warwick Child Care Center, Inc.
- Prepare educational materials two (2) weeks in advance required to implement the daily lesson plans. Have educational materials prepared and organized one week in advance.
- 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.
- 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 child observations and use the online version of Work Sampling to enter monthly anecdotal records, the child assessments and the summery reports.

- Participate in parent conferences in the fall and spring each year utilizing the Work Sampling assessment and the online portfolios.
- Use curriculum planning time efficiently for self and for the assistant teacher.
- Provide assistant teacher/substitute with ample information and materials so they can assist in managing an efficient classroom.
- Plan monthly field trips relative to the bi-weekly theme. Accompany the children on the field trip and properly supervise them. Assist with loading car seats and buckling the children into their seats in the van/bus.
- Initiate classroom activities.
- Supervise and assist children with meals and clean up.
- Assist and monitor children during handwashing.
- Assist and supervise children during toileting period and diapering.
- Participate in supervising and teaching during learning activities, free play and outdoor play.
- Adhere to the daily schedule.
- 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.
- Consistently provide each child with individual attention while being aware of the entire group of children.
- 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.