



**Title:** Lead Teacher

**Reports to:** Center Director

**Status:** Full time, exempt position

**Location:** TBD

### **Position Overview**

The Community Children's Center provides full time early care and education services for homeless children and support services for parents, in an atmosphere of safety, nurturance, and stability. A Lead Teacher is responsible for the general management and supervision within a classroom. A Lead Teacher reviews important decisions with the Center Director. The Lead teacher supports and follows all Horizons for Homeless Children policies and procedures.

### **Responsibilities & Duties**

#### **Staffing**

- Serve as a role model for all staff in interactions with children and their families
- Orient new team members to classroom routines and curriculum implementation
- Supervise performance of classroom Teachers and Assistant Teachers and contribute to their performance reviews
- Conduct monthly observations of teaching staff
- Participate in decisions regarding probationary action and termination of employment

#### **Curriculum**

- Supervise and lead team members in designing and implementing Community Children's Center curriculum
- Supervise and model the implementation of positive behavior management techniques in guiding children's behavior
- Orient and support new parents with classroom routine, curriculum, and communication systems

#### **Communication**

- Model positive and professional interactions with parents
- Supervise and lead team in daily positive communications between Teachers, children, and their families
- Supervise team in designing and implementing additional classroom communication systems (i.e. bulletin boards, newsletters, etc.)
- Oversee children's progress reports and parent conferences
- Supervise and plan parent-teacher functions
- Work closely with Family Advocates to promote healthy family relationships
- Guide and model effective communications among classroom teaching team including planning weekly team teachers' meetings
- Advise Center Director of classroom teacher and parent issues and work with Director and team members to resolve these issues
- Attend regular team meetings

#### **Classroom Management**

- Maintain appropriate standards of health and safety in accordance with state regulations and Horizons for Homeless Children policies and procedures
- Understand and implement emergency procedures
- Develop and maintain interesting environment for children to encourage appropriate play and learning
- Organize classroom schedule to allow for child initiated and teacher directed activities as well as individual and small group learning

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- Coordinate the transitions of children to and from classrooms with teachers and parents
- Ensure that classroom equipment is in good repair and inform Center Director of any issues
- Monitor use of and coordinate the ordering of classroom supplies as needed
- Schedule classroom teaching team for any long and short term staffing shortages
- Ensure that all classroom records and reports are submitted in a timely and accurate manner

### **Qualifications**

#### ***Education & Experience***

- BA Degree in ECE or related field, minimum 15 credits in ECE.
- Minimum of 3 credit-bearing hours of specialized college-level course work in administration, leadership or management
- Minimum 12 training hours that are related to management knowledge or skills and to early childhood knowledge or skills
- Minimum of 1 year work experience in an NAEYC Accredited program or 3 years' experience in a program not accredited by NAEYC
- Department of EEC Lead Teacher qualified

#### ***Knowledge, Skills and Abilities***

- Demonstrated excellence in supervision, communication and problem solving skills
- Ability to collaborate and solve problems using a team approach
- At least one year supervisory experience
- Ability and willingness to handle all sensitive information confidentially
- Ability to lift 50 pounds
- Priority will be given to individuals who have had previous experience working with homeless children and families, multi-ethnic urban families or with children-at-risk
- Bilingual capacity preferred
- Proficiency in using MS Office applications and other relevant ECE software applications

#### **Must be able to embody the values of Horizons for Homeless Children:**

*Collaborative – “We get more done together”*

*Inclusive – “We are culturally responsive”*

*Innovative – “We ask, what would it take?”*

*Passionate – “We are inspired by our mission”*

***Horizons for Homeless Children offers a competitive salary and a highly competitive benefits package. Salary commensurate with skills and experience.***

***Horizons for Homeless Children is an AA/EEO employer.***