



small steps nurturing center

Lead Teacher

Department: Education

FLSA Status: Exempt

Grade/Level: N/A

Job Type: Regular

Work Schedule:

M-Th 7:45a.m.-4:15p.m.;

Friday 7:45a.m.-1:15 p.m.;

7:45a.m.-4:00p.m. staff meetings/in-service days

Job Status: Full Time

Reports To: Program Director

Travel Required: Home Visits

Positions Supervised: None

Mission Statement:

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

Reasonable Accommodations Statement:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions

Planning & Instruction:

- Develop, implement and evaluate weekly lesson plans with teacher assistant to align to SSNC Scope & Sequence as well as the developmental needs/interests of the students.
- Prepare materials for classroom activities, projects, parent events
- Prepare progress reports/report cards for review and distribution by designated dates
- Maintain student records, assessments (BOY,MOY,EOY, EDM, etc.), portfolios, and antidotal notes/documentation

Student & Family Services:

- Schedule, collaborate with team, confirming, and facilitate the Home Visits/Conferences
- Consistent, clear and accurate communication with parents, students, and staff
- Demonstrate knowledge of the students assigned and SSNC pedagogy
- Create a learning environment centered on respect & diversity
- Effectively manage classroom procedures and student behavior

Training & Collaborative Partnerships:

- Participate in and collaborate during teacher training and meetings, as scheduled
- Prepare and participate in Team Assessment meetings scheduled
- Drive or ride on van routes and follow van procedures as scheduled
- Follow guidelines listed in the Employee Handbook
- Maintain national accreditation and licensing standards
- Other duties assigned as needed

Competency Statement(s):

- Team Work - Interpersonal and effective communication skills as well as an understanding for cultural differences.
- Dependability - Takes responsibility for own actions, completed assignments in an ethical and mature manner.

- Energetic- Ability to work at a sustained pace and produce quality work.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Communication- Ability to communicate clearly, concisely and effectively with others
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.

Skills & Abilities:

Education:

College degree in Early Childhood (or related field)

Experience:

Minimum of 1 year working with children

Computer Skills:

Microsoft Office

Certifications & Licenses:

Early Childhood Degree or Bachelor's Degree; Master's degree a plus

Other Requirements:

June will be divided into 2 Summer sessions, and teachers will be assigned to work one of the 2-week sessions: June 3-14 and June 17-28. Hours during the summer sessions will remain the same as the rest of the school year. Teachers may be assigned to either campus for the June summer sessions.

N (Not Applicable)

Activity is not applicable to this position.

O (Occasionally)

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry	
Walk	F	10 lbs or less	O
Sit	F	11-20 lbs	O
Manually Manipulate	F	21-50 lbs	O
Reach Outward	F	Over 50 lbs	N
Climb	N		
Crawl	O	Push/Pull	
Reach Above Shoulder	F	12 lbs or less	O
Squat or Kneel	F	13-25 lbs	O
Grasp	F	Over 26lbs	N
Speak	F		

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.