



**Job Title:** LEAD PRESCHOOL TEACHER

**Location:** (Explore and Learn Academy (ELA) OR Early Learning Center (ELC))

**Employment Status:** Full Time, Regular

**Salary Classification:** Lead Teacher

**Summary of Job:**

The Lead Preschool Teacher is in charge of the supervision, safety and education of students utilizing the approved curriculum.

**Direct Supervisor:**

The Lead Preschool Teacher reports to the Center Director.

**Direct Staff Supervised:**

None.

**Other Key Relationships:**

The Lead Preschool Teacher will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

**Essential Job Functions include but not limited to the following:**

- Prepare lesson plans based on approved curriculum
- Attend mandatory training and meetings as needed
- Keep certifications current (i.e., CPR/First Aid, etc.)
- Prepare needs List for supplies for relevant classroom
- Keep communication current with Site Coordinator and ECE Director
- Assist in preparing for Parent/Teacher Conferences
- Keep Resource Room neat and tidy and classrooms clean at the end of each class session
- Maintain professional attitude and loyalty to the Program
- Treat children, parents, other teachers with respect and dignity
- Keep accurate records
- Assist and or participate in all ELNC major projects and activities
- Perform other duties as assigned by the Center Director
- Adheres to all guidelines contained in ELNC's Employee Handbook

**Site specific duties:**

- None.

**Essential Competencies Required:**

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

**Knowledge's, Skills, And Abilities**

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices, and procedures
- Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Knowledge of computer software programs for the management and manipulation of data.
- Ability to communicate effectively, both orally and in writing
- High level knowledge of data collection and statistical principles. Ability to use logic and scientific rules and methods to solve problems

**Minimum Required Education and Experience:**

- Certified Teacher with a ZA/ZS endorsement
- Prior work experience working with vulnerable children and families
- Knowledge of computer web based programs, Word, Excel, and PowerPoint
- Proven Self Starter

**Preferred Education and Experience:**

- Bachelor's Degree in Child Development, or
- Early Childhood Education with specialization in preschool teaching

**Additional requirements of the position:**

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

**Signatures:**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

**Comment:**

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

**Supervisor signature below acknowledges that they have reviewed the job description with the employee.**

**Comment:**

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