

Highland Rim Economic Corporation

Title: Lead Teacher	Reports to: Education Manager
Status: Non-Exempt	Department: Head Start
Skill Level: 5	Pay Grade: 502
Location of Work:	

Description:

The Lead Teacher is responsible for ensuring the provision of high quality comprehensive early childhood services by effectively implementing Head Start Performance Standards and adhering to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Tennessee Day Care Licensing. The Lead Teacher works closely with Assistant Teacher (co-teacher) implementing Early Childhood Standards.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- Uses the TS Gold Assessment system to assess children's developmental levels and create individualized educational plans for each child in the class
- Uses information from the Child Outcomes reports to adjust teaching styles and activities to enhance child progress
- Assists with evaluating the education components and curricula of the Head Start Program and communicates the needs of the children to their Education Manager
- Establishes learning centers according to developmentally appropriate practices for each child in the following areas: cognitive, physical, emotional, social and communication
- Maintains confidential files for each child including emergency contacts, family history, anecdotal records, samples of work, assessments, home visit reports, etc., and maintains these records in a locked and secure manner
- Prepares, posts and implements lesson plans for each classroom in their center and discusses any changes and/or recommendations with the teaching staff and their Education Manager
- Interacts with parents and other family members to promote optimum participation by family members in all aspects of the ECE component
- Submits all required reports and related data to their appropriate program manager
- Inputs data into teachingstrategies.com database
- Provides input to the Education manager to assist with the completion of annual performance evaluations for all teaching staff assigned to their facility
- Coordinates Parent/Teacher conferences twice a year to review each child's participation and progress in the program

Highland Rim Economic Corporation

- Assists their Education Manager in keeping their center in compliance with licensing guidelines and annual fire and sanitation inspection guidelines
- Assists the Assistant Teacher (co-teacher) with conducting home visits at least twice annually
- Assists children with developing a foundation for school readiness and later school success by developing age appropriate skills in literacy, numeric reasoning problem solving and decision making
- Procures and documents parent participation as volunteers in the program
- Attends training sessions, workshops, CDA classes and conferences pertaining to the ECE Component
- Monitors center staff attendance and the use of substitute teachers
- Ensures children are released to persons listed on the Emergency Card
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures cleanliness of classroom/center by working in conjunction with peers daily on all janitorial duties
- *Performs other duties as assigned to meet the needs of the organization*

Qualifications/Requirements:

- At minimum an Associate's or Bachelor's degree in Child Development or Early Childhood Education, equivalent coursework
- Possession of a valid Tennessee Commercial Driver's License, DOT Medical card, and maintain a vehicle liability insurance policy
- Ensure periodic physical examinations and tuberculin
- Incumbents are subject to a criminal background check and must pass a pre-employment/random drug and alcohol screenings
- Prefer bilingual (English/Spanish)

Knowledge or Skills:

- Proficient in written and verbal communication
- Thorough experience working with pre-school age children and implementing classroom curricula
- Organizational, decision-making and multi-tasking skills
- Thorough knowledge of federal, state and local agencies, associations and training resources involved with early childhood education and development
- Thorough and considerable knowledge of appropriate teaching strategies and methods to Early Childhood Education
- Considerable knowledge of effective organizational practices and principles necessary to achieve the proper assignment and delegation of responsibilities, staffing levels, reporting protocols, etc., required to achieve an optimal level of program performance
- Knowledge of federal and state legislative and policy initiatives pertaining to early childhood education and development

Highland Rim Economic Corporation

- Ability to effectively supervise and direct the daily activities of program staff to meet and or exceed established program objective
- Good interpersonal skills and the ability to work as a team member
- Adheres to professional ethics and standards
- At minimum, basic computer literacy

Physical Requirements:

This position requires incumbent to walk, sit, use hands, and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Daily required to stand, climb, balance and stoop, kneel, crouch or crawl. Incumbent is required to regularly lift and or move up to (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 25%.

The required physical demands described above are not all inclusive in describing the demands that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organizations.

Signature: _____ Date: _____