Job Description for a Lead Teacher

It is our belief that a person wishing to be a Head Teacher of our Day Care must be a person above reproach. He or she must possess the following characteristics:

1) The Lead Teacher must be at least 20 years of age. He or she must have at least a High School Diploma or GED. An Associate Degree in Child Development or a CDA is preferred. He or she is preferred to have 30 hours of college credit in Child Development or the equivalent of in-services training dealing with Day Care children's age topics. Certificates or verification of these hours need to be presented at interview to be considered for employment. If the candidate has no Child Development or Early Childhood college credits, he or she must be willing to obtain these hours within a reasonable timeframe to retain their position.

2) The Lead Teacher must have 3 years of experience working with children full time in a day care setting. He or she must have knowledge and experience on the normal range of development of children. Must have knowledge on how to make lesson plans, and what is needed to help each child reach their full potential. He or she must be available to assist the other Teachers with questions and problems about their day care children.

3) The Lead Teacher is to assist the Director whenever necessary. The Lead Teacher will act as Director in the absence of the Director, but will report directly to the Director upon his or her return. The Lead Teacher is not to change any policies or decisions already set down by the Director. He or She has no authority to dismiss any staff member or parent without the prior approval of the Director. The Lead Teacher may take payments from parents and put them in the designated place in the Director's office to be recorded upon the Director's return.

4) The Lead Teacher will submit to a physical, TB test on a 2-year basis and random drug test at any given time. He or she must provide information for a complete background check, screen for child abuse and a drug screen before acceptance of employment. He or she may not have any convictions for illegal drugs, alcohol, or being "under the influence" anytime prior to or during employment. We will have Zero Tolerance for any alcohol, illegal activity, illegal drugs, higher than normal amounts of prescription drugs being in any system of your body during work hours. For any routine prescription drugs, you should have a statement put in your permanent file as to the reason you are taking these prescriptions, possible side effects, and that you are allowed to be around children while taking these prescriptions. Any and all medications should be kept in a locked and or secure place away from any children at all times.

5) The Lead Teacher will agree to get the appropriate license to assist with transporting of children to and from Schools as well as on field trips. The Lead Teacher must have a good driving record and drive safely while being able to obey all driving laws at all times. You are personally responsible for any fines, speeding tickets, or any charges incurred while operating any company vehicle. Any accidents in a company vehicle could be grounds for dismissal especially if any child is injured.

6) The Lead Teacher will report directly to the Director any suspicious person or behaviors in or around the building and grounds. In the absence of Director, then it is your judgment to call in the Police to investigate. Always remember "Safety FIRST" when dealing with questionable situations.

7) Be aware that any and all persons working with children are Mandatory Child Abuse Reporters. This means that any and all suspicions of Child Abuse & Neglect need to be reported to the Director and the authorities. Make sure you document your reason and suspicions after the call to the authorities is made and the response of the investigator.

8) The Lead Teacher needs to have good communication skills. You are the liaison between the other Teachers and the Director. You need to have good problem solving skills and to understand and respect the chain of command. You may be called upon to relay information to the parents when the Director is unable to be present. Make sure you relay everything in a correct fashion and report any adverse reactions to the Director.

9) The Lead Teacher must be trustworthy and to respect the confidentiality of the children's records, parent information, assistance of working with the Director and any financial information.

10) The Lead Teacher is to bring to the attention of the Director any problems that are felt to be wrong with the Day Care so that they can be addressed and worked out. This includes problems among the staff, parents, parent to staff child to staff Director to staff, etc. It is your responsibility to assist the Director in making sure that the Day Care is presentable (clean and safe) on a daily basis and is a good working environment.
11) The Lead Teacher needs to have a working knowledge of the Missouri Statutes for the Licenses Exempt Childcare Facilities. He or she needs to make sure that all of these mandates are met and if not then, he or she needs to bring this to the attention of the Director.

12) The Lead Teacher is responsible for the completion of ordering requests for supplies such as crayons, markers, paper, curriculum; anything needed to assist the children in their day care experience. He or she needs to coordinate with each classroom to find out their needs and to compile these items. This list needs to be given to the Director at least once a month so that they can be ordered in a timely fashion.

13) The Lead Teacher agrees to attend the staff meetings and assist where needed. He or she also agrees to attend any and all conference, in-service or trainings connected to the Day Care business deemed important by the Director. All Teachers and Staff need to have 12 hours of In-service Training or Child Development training. It is your responsibility to assist the Director to make sure that all staff has the necessary 12 hours of training every calendar year or any desires to attend certain trainings.

14) The Lead Teacher agrees to get and maintain a First Aid and CPR Training certificate. This certificate needs to be kept current at all times. It is also helpful for you to assist the Director to make sure that all Teachers are Certified with First Aid and CPR training.

15) The Lead Teacher agrees to make sure that all lesson plans are posted for each classroom prior to the week starting and to assist the other Teachers with these lesson plans as needed. The Teacher needs to be sure that they have all the supplies that they need, if not than you are to put it on the Supply List to be ordered or purchased.

16) The Lead Teacher is responsible for assisting to be sure that the cleaning and upkeep of the building is complete. The Director sets up a cleaning schedule of the entire Day Care area and bathrooms and the Lead Teacher checks to make sure that it is done completely. Each Teacher is responsible for the cleaning of their room and then the rotation schedule area. The building needs to appear clean and orderly at all times.

17) The Lead Teacher is to be on time to work every day and to dress tastefully as well as professionally. A Lead Teacher will always use appropriate language and positive discipline when possible. A Lead Teacher will treat everyone in the Day Care with respect. For a complete list of inappropriate clothing and actions, please see you employee handbook.

18) The Lead Teacher must do whatever you can for the betterment of the Day Care within the boundaries of the regulations set down by the Director and Licensure regulations.

19) All persons accepting a position with the Day Care will be placed on a 90-Day Probationary Period during which a person may be dismissed without notice for not following any of the above categories. At the end of this Probationary Period, a person will then be given an evaluation and goals set for salary advancement as seen appropriate by the Director. The raises will be evaluated on a yearly basis after the first year. You will be entitled to 1 sick day per month accumulated up to 3 weeks. You will be entitled to 1-week vacation after 1 full year of employment and 2 weeks after 5 years of employment. This vacation time needs to be approved 4 weeks before you are allowed to take it and only 1 person is allowed to be gone at any given time unless for illness.

20) If and when the employee will decided to end their employment, a written notice needs to be submitted no less than 2 full weeks before leaving or else you will forfeit any payment that you have due to you. Any change of address or other information needs to be submitted at this time for mailing of W2's and other tax information. The more advance notice that is given is truly appreciated.

I agree to follow and maintain all of these statements. I agree that I am eligible for this position. I will fill this position to the best of my abilities.

Signed: ________________________________

Date: ________________________________