



JOB DESCRIPTION FOR LEAD TEACHER- Joshua Academy

SUPERVISED BY: Joshua Academy Program Director

QUALIFICATIONS:

1. A commitment to helping young children attain the highest quality of life, valuing each unique mind, body, and spirit.
2. Four Year College Degree
3. Early Childhood Teacher Credential 2.0 - Early Childhood Professional Level III
4. At least 2 years of experience working in early childhood education.
5. Minimum age of 21.
6. Maturity and reliability.
7. Good driving record and valid Driver's License.

RESPONSIBILITIES:

1. To supervise students 2.5-5 years and care for their physical, emotional health and safety, recognizing their worth, affirming their abilities, and striving to promote dignity in all relationships.
2. To attend all staff trainings and lead teacher meetings.
3. Knowledge of implementing and utilizing *Creative Curriculum* as a tool for development and learning in the classroom.
4. Oversee ongoing progress monitoring of students utilizing *Teaching Strategies Gold*.
5. Meet twice a year with families to discuss progress, strengths, and areas of growth.
6. Provide daily communication to parents.
7. Create, manage, supervise, and revise student and staff schedules.
8. Manage physical environment of classroom, including changing out toys regularly, keeping student and teacher materials organized, and sanitizing toys and classroom weekly.
9. Manage and support assistant teachers.
10. Create, manage, supervise and revise the classroom schedule as needed.
11. Develop substitute plans, as needed, for staff absences.
12. Ensure small and large groups are being scheduled, planned and run throughout each week.
13. To be a positive role model for students and co-workers.
14. To perform housekeeping duties to keep the school clean and safe, including upkeep and maintenance of all school supplies.
15. Manages and oversees classroom budget.
16. Complete and update personnel file.
17. Follow dress code appropriately.
18. To perform other duties assigned by the Directors.

PHYSICAL QUALIFICATIONS:

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust

focus. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and to talk and hear. The employee is frequently required to walk and reach with hands and arms. The employee is frequently required to stand; run, climb or balance and stoop, kneel, crouch, or crawl. The noise level in the environment is usually moderate.

EVALUATION:

The Educational Director will conduct Performance Evaluations.

SCHEDULE:

Lead Teachers should arrive before 8:00 am, Monday through Friday. The day includes a 30 minute lunch. This is a salaried position, which includes pay for all school breaks and holidays. In addition this position receives fifteen (15) personal/sick days per academic year, or 9.85 hours per month. Unused days may be rolled over into the next academic year.