



MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

Division/Department	Child Development Center
Job Title	Lead Teacher
Reports to	Director of the Child Development Center

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time Permanent <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary	
Revision Date 10/19/23		

GENERAL RESPONSIBILITIES

SPECIFIC RESPONSIBILITIES

Under the direction of the Center Director of the Child Development Center, the Lead Teacher will be responsible for the following:

1. Provide a healthy, happy, loving atmosphere using kindness, affection positive direction and reinforcement always projecting a quiet, gentle voice.
2. Be safety conscious – familiar with center's safety standards for indoor and outdoor play.
3. Develop and implementation of activity plans, gathering and organizing needed materials, and supplies for the day.
4. Develop the weekly/daily schedule.
5. Follow the daily schedule allowing for flexibility.
6. Takes daily attendance.
7. Continually add to, upgrade and maintain all interest centers.
8. Maintain a friendly rapport with all parents.
9. Consult with the director about behavior problems before consulting with the parent.
10. Develop and maintain portfolios for each child, recording daily anecdotes according to the High Scope Observation process.
11. Participate in all center functions.
12. Attend workshops, conferences or other training events as require by child care regulations.
13. Attend all staff meetings.
14. Implement disciplinary procedures according to the center's written discipline policy.
15. Adhere to all policies and procedures as outlined in the center handbook.
16. Keep the floors swept and free from debris.
17. Clean and disinfect the tables after each activity and at the end of the day.
18. Conduct a daily health assessment on each child as they arrive to school.

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19. Promote positive health practices that will reduce the spread of disease, including daily hand washing upon entering school, after using the toilet and before and after eating.
20. Greet each child and parent upon entering classrooms.
21. Gather and organize needed materials necessary to effectively implement activity plan.
22. Report to the director any damaged equipment and the need for supplies.
23. Replace all materials used to their proper places.

QUALIFICATIONS

Associates Degree in Early Childhood preferred or working towards completing the degree. .