Southwestern Community Services

People helping people in Cheshire and Sullivan Counties since 1965

Positon Title: Lead Teacher

Reports to: Education Services Manager

Classification: Non-exempt

Job Summary:

The Lead Teacher is responsible for creating a supportive and enriching learning environment for preschool children in accordance with NH State Child Care Licensing Rules, Head Start Performance Standards and NAEYC Accreditation Standards. SCS Head Start Teachers will use and implement the Creative Curriculum to fidelity and the Pyramid Model to develop meaningful relationships with children and their families.

Essential Functions:

- Adhere to the Active Supervision Policy
- Maintain Confidentiality at all times
- Abide by NAEYC Code of Ethics
- Implements the Pyramid Model
- Plan and Implement the Creative Curriculum
- Maintain the Classroom to all standards i.e.: NH State Child Care Licensing, Head Start Performance Standards, SCS Head Start Policy and Procedures and NAEYC Accreditation Standards
- Meet child screening deadlines, Administer ESI screening
- Go on two home visits during the school year
- Have 3 Parent-Teacher conferences during the school year
- Observe and record child observations into TS Gold as directed
- Create weekly lesson plans
- Initiate and Participate in Child and Family Reviews
- Collaborate with other community partners
- Participate in Care Planning
- Participate in professional development
- Write monthly reports
- Write Learning prescriptions
- Participate in weekly Staff Meetings
- Participate in Monthly Education Meetings
- Create collaborative parent teacher relationships
- Work collaboratively with all center staff and management team
- Keeps the classroom clean at all times
- Trains and supports the teacher assistant
- Create Professional Development Plan
- Perform other essential duties and responsibilities as assigned

Competencies:

- **Teamwork and Collaboration:** Ability to work effectively with others, using open and honest communication to achieve our mission and vision for children and families
- **Trustworthy:** Proven, reliable, honest individual full of integrity who can be counted on to do what they say they will do.
- **Adaptability and Flexibility:** Able to change direction as priorities shift and thrive in environments that require the ability to adapt to changing circumstances. Examples of this would be when policy is changed, when staffing does not meet ratio requirements, and the needs of children and families need something different than they are currently being provided.
- **Compassion:** Ability to show empathy and understanding for other people from all walks of life. Understand and Respect each staff members and family's values and norms.
- **Creativity and Innovation:** The ability to introduce and embrace new or novel concepts or ways of doing things. Take an idea or an instruction and positively implement it into your work.
- **Dependability:** Fulfills commitments consistently and can be counted on to do what they agree to do. Is present at work on a regular basis.
- **Judgment**: Ability to weigh alternative actions and make appropriate decisions that incorporate opinions, facts, tangible and/or intangible factors.
- **Managing Multiple Priorities**: The ability to rank and accomplish projects and tasks that have similar or identical due dates.

Desired Qualifications:

- A minimum of a baccalaureate or advanced degree in early childhood education awarded by a regionally accredited college or university; including at least 3 credits in the following core knowledge area: Child Growth and Development
- Or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education such as elementary education, child development or another field of study focused on children awarded by a regionally accredited college or university; and have passed the Praxis II or have 24 Early Childhood Credits including at least 3 credits in the following core knowledge area: Child Growth and Development
- Must be able to produce documentation of education before start date.
- Must pass NH finger printing and criminal record check before hire.
- Certification in child first aid and CPR (program will provide upon hire)
- Classroom experience with pre-school children (Head Start experience preferred)