**Stars of Abraham Christian Learning Center**

# Job Description: Lead Teacher

**GENERAL FUNCTION:** Provides day-to-day supervision and management of a group of children. Plans and implements safe, high quality and enriching programs through working directly with employees, volunteers, and families. Also develops and implements developmentally appropriate lessons based on Department of Children, Youth, and Families (DCYF), Early Achievers, and Center Program guidelines. Engaging children in learning experiences to promote their growth and development.

**QUALIFICATIONS:**

* 18 years of age or older
* High School graduate or equivalent (provide copies of transcripts)
* Have documented child development education and work experience (provide documentation)

**EARLY CHILDHOOD**: 45 or more college quarter credits in early childhood/child development, or possess an equivalent educational background, or be a certified child development associate (preferred)

* 2 years or more of experience teaching with children
* 2 years or more of supervisory experiences
* Knowledge of child development as evidenced by professional reference, education, experience, and on-the-job performance.
* Have a solid working knowledge of developmentally and culturally appropriate practices for children in care.
* Strong customer service skills, responding to multiple questions via phone, email and in person.
* Ability to problem solve and resolve conflict.
* Prefer knowledge of, and previous experience with diverse populations (language, culture, race, physical ability, sexual orientation, etc.)
* Current state approved first-aid certification (provide copy)
* Current state approved CPR (infant, child, adult) certification (provide copy)
* Bloodborne Pathogen Training Certificate
* HIV/AIDS Training Certificate
* Safe Sleep Training Certificate
* Current Food Handler’s Permit (provide copy)
* Must meet and maintain STARS/MERIT requirements and be listed in the State Training and Registry System (STARS) within 6 months of becoming a lead teacher.

**RESPONSIBILITIES:**

* Provides day-to-day supervision and management of a group of children.
* Plans and implements safe, high quality and enriching programs through working directly with employees, volunteers, and families.
* Plans and implements program in accordance with the goals and policies of the center. Coordinates activities which fit the children’s developmental needs.
* Provides leadership for staff, overseeing the activities of groups of children. Supervises a group of children to ensure their health and safety, and to provide for a positive experience for each child.
* Communicates with children, families, staff, volunteers, and supervisors in a positive and professional manner.
* Conducts conferences regularly, per center policy.
* Follows Center policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
* Maintains ordered arrangement, appearance, décor, cleanliness, and learning environment of site.
* Ensure that program is culturally responsive to children and families.
* Professionally engages with families to provide pertinent information about their child’s experience and to promote upcoming programs.
* Maintain required records according to the Washington Department of Children, Youth, and Families Licensing Guideline Requirements, including children’s daily reports, lesson plans, classroom notebook, accident reports, medication, discipline records, etc.
* Encourages family involvement, identifies potential volunteers. Help in recruiting parents for parent advisory council.
* Attends staff meetings and trainings as required.