

REACH Inc.
Hand in Hand: A Place for All Children
Early Childhood Lead Teacher

Position Title: Early Childhood Leader Teacher

Department: Hand in Hand: A Place for All Children

Reports to: Program Director

FLSA Status: Non-exempt

Hours: 1-29 hours per week (part-time); 30-40 hours per week (full-time)

Basic Functions of Job-Summary

The Early Childhood Lead Teacher establishes and maintains a safe, healthy, nurturing, fully inclusive learning environment. They will provide a positive early childhood experience by encouraging children to develop a healthy self-concept and positive self-esteem. This person will work to advance each child's skills in the following developmental areas: large and small motor, language/communication, social/emotional and cognitive. They will work to establish positive and productive relationships with families and other staff members in order to ensure a well-run, purposeful program responsive to individual child and family needs.

Typical Duties and Responsibilities:

- Develops weekly plans and implements age appropriate curriculum to nurture and stimulate all domains of children's development in their care
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth
- Perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child
- Provide responsive care to all children by adapting daily caregiving routines and plans to the interest and needs of the individual child and the group
- Completes child transition and orientation of the classroom with parents
- Maintain ongoing, open communication with parents/caregivers
- Provide a classroom environment that encourages parent participation
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests
- Liaison with children's families to ensure smooth transition from home to child care setting and transitions from classroom to classroom when needed
- Maintain accurate, complete and timely client and agency records; completes daily meal and attendance records
- Maintains up to date emergency forms, curriculum plans, individual child development profile and other records as needed

- Assures a healthy, safe, clean and developmentally appropriate environment for children
- Assist with functioning and monitoring of nutrition and food service
- Assist with the supervision of staff and volunteers for child care setting
- Ensures that the Teacher and Assistant Teachers are kept updated in all matters concerning the classroom and program, i.e. Lead Teacher Meetings, lesson plans, policies and procedures, training received.
- Provides functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom
- Reports all staffing and classroom concerns to supervisor in a timely manner
- Reports family changes in schedules and excessive absences to the Program Director in a timely manner
- Participate in on-going in-service and educational development opportunities provided by the Agency
- Participate in ongoing development and evaluation of centers goals and objectives
- In accordance with our “team” philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description

Education:

- Bachelor's Degree
- 1 year of teaching experience preferred
- Minimum teacher requirements set forth by the Department of Children and Families (DCF)

Skills and Abilities:

- Early Child Development knowledge and experience
- Knowledge in Desired Results, Development Appropriate Practices
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude/disposition
- Ability to use the computer to input developmental data
- Ability to effectively plan, organize and implement educational activities
- Ability to make decisions on behalf of children and protect their well-being
- Must be able to manage confidential information
- All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore each employee must at all times be emotionally stable and able to function effectively with children, adolescents, and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expressions are not acceptable

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Frequently walks, uses hand to finger, handle or feel objects, tools, or controls, and talks or hears
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision
- May occasionally be required to drive motor vehicle
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Nonessential:

- Assist in housekeeping activities (i.e. sweeping, mopping, sanitizing toys, cleaning up toys, cleaning up after meals, snacks, and general clean up.)

Responsibilities to the Agency:

- Maintain confidentiality in all phases of the Hand in Hand Program
- Represent the agency and consumers of the agency in a respectful and professional manner.

Benefits:

- *Part-time* employees are eligible for the following benefits
 - Voluntary AFLAC, Sick Time, Vacation Time, Holiday Time, Teladoc, Profit Share Pension Plan, and Employee Assistance Program.
- *Full-time* employees are eligible for the follow benefits in addition to the previous
 - Long/Short Term Disability/Life/Accidental Death, Voluntary Dental, EyeMed, Section 125 Plan, LegalShield.
 - All benefits offered to part-time employees are also offered to full-time employees.