Lead Teacher Job Description

Read and become familiar with Parent Handbook

- What programs are offered and cost
- Cost of the different child care slots that are offered
- Guidance policy and procedures
- Classroom ratios
- Daily schedule

Curriculum

- Plan and implement age appropriate curriculum
- Plan and implement Emergency Safety Drills
- Help children interact with each other in a safe and respectful way
- Lead and Plan circle time
- Lead and Plan play based learning activities

Follow Checklists

- Opening Checklist
- Nap Time Check List
- Closing Check List

Follow our Daily schedule

- AM Schedule
- PM Schedule

Communicate with parents and families

- Sandwich method (Positive, positive, negative, positive)
- Answer business phone if time allows. Leave messages for program director
- Communicate with families via text message throughout the day if needed
- Yearly Ages and Stages Questionnaire and Teacher Conferences (Morning Lead)

Meals

- Prepare and Serve meals to children
- Become familiar with USDA standards for meals
- Breakfast 8:45am
- Morning Snack 10:15am (If Needed)
- Lunch 11:30am
- Afternoon Snack 2:45pm

Organization and Sanitation

- Sanitize classroom materials regularly (Sanitizer Spray Bottles)
- Keeping a clean and organized environment is important for the safety of the children
- Help with all checklists

Program Manager Job Description (Pay range $25-$30)

The responsibilities of the Program manager may fluctuate depending on the experience and knowledge base of the manager. The manager will be trained by the Program Director at a pace that is reasonable and respectful of the trainee. It is the manager's job to view the Program as a whole. This includes but is not limited to scheduling staff, child drop off and pick up, daily schedule and, program policies. The manager will work to ensure that the families and staff feel comfortable and supported at all times. The manager is expected to have a well-developed understanding of our program philosophy and policies. Most importantly the Manager will be expected to communicate regularly with the Program Director regarding families, children and staff. The management position at _____is designed to give the manager on the job experience running a child care program in its entirety. The manager will have all the skills necessary to become the Program Director.

Lead teacher expectations

- Honor the Lead Teacher Job Description

Staff Communication

- Respectful of Lead Teachers personal teaching style
- Support Lead Teachers by checking in and assisting when asked
- Follow through with the Lead Teachers behavioral plan with children
- Show respect toward Lead Teachers when around children, parents, and fellow teachers
- Provide an inclusive, welcoming, supportive environment for all staff

Phone Calls

- Answering questions about child care availability
- Answering questions about pricing
- Answering questions about program policies and procedures

Tours

- Scheduling tours
- Giving tours

Facilitate the schedule

- Keep to the daily schedule with minor adjustments when needed

Manage staff

- Staff Scheduling
- Staff time off requests
- Staff breaks
- Staff planning time
- Staff questions and concerns

Assisting Staff

- Child to teacher ratios
- Planning and implementing program curriculum
- Problem solving techniques
- Modeling appropriate worth ethic and accountability

Staff Meeting

- Provide notes for the staff or conversation topics that are relevant to the needs of the program, staff, children, and parents.
- Staff meeting notes will need to be approved by the Program Director

Training New Staff

- When a new staff member is hired they will need to be trained by the manager on how to do the job they have been hired for. The manager is welcome to schedule two shadow days for the new employee.

Scheduling

- Staff Schedules
- Children's Schedules
- Enrollment Sheet

Emergency Drills

- One drill per month (Fire, Earthquake, and Lockdown)

Monthly Newsletter

- Preparing the monthly newsletter for families
- Submit the newsletter to the Program Director for approval
- Print ten copies and place next to the sign in/sign out sheet

Lesson Plans

- Post Monthly Lesson Plans for all programs on our bulletin board
- Make sure the staff have what they need for their plans