

Directions: The following job description should act as guidance when creating a new position or revising current descriptions. The general position description, responsibilities, and desired qualifications should be individualized for your center's needs. It should be reviewed and edited thoroughly in order to ensure that the description accurately reflects your program and the job for which you are hiring.

NOTE: Be sure to update to personalize the **Program Description** and the **Benefits** sections of this template before posting online. Your Program Description and Benefits should be personalized and detailed in order to attract potential applicants.

In order to make edits, select "File", and then "Make a copy". Once a copy is made, you will be able to edit the document as needed. Once you have edited the document, copy the job description (all that is below the horizontal line) and paste it on the [New Orleans Teacher Job Board](#) website.

Program Description:

Insert your program description here. The shorter, the better. Your description should include two to three facts that will attract prospective candidates. These facts should be exciting and unique. Think about what sets your program apart from others (ex. location, size, mission, values, teacher benefits or compensation, and professional development opportunities).

Position Description:

The Lead Teacher is responsible for developing a cohesive teaching team, coordinating the classroom curriculum, and managing the day-to-day operational activities of the classroom. Teachers must understand children's cognitive, social, emotional, and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Lead Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide assistant teachers, and appropriately respond to parental concerns. The Lead Teacher is responsible for observing and documenting children's interests and developmental progress and implementing developmentally-appropriate activities.

Key Responsibilities:

- Coordinate and implement educational curriculum by developing classroom activities based on developmentally-appropriate practices and early learning standards.
- Plan individual and group age-appropriate activities to actively engage children and encourage cognitive, social, emotional, and physical growth.
- Provide emotional and behavioral support to children by creating a positive environment that supports emotional connections between children and adults and between children and their peers.
- Manage the classroom to support children's development by setting clear, age-appropriate expectations for children's behavior.
- Provide engaged instructional support for learning as indicated by using interactions and discussions to promote higher order thinking skills and cognition.
- Manage the cleanliness and organization of the classroom environment.
- Coordinate and conduct developmental screenings and ongoing child assessment following center guidance.
- Ensure all center policies and state and local regulations are met.
- Supervise assistant teacher and classroom volunteers to ensure they are following planned activities and maintaining appropriate hygiene, cleanliness, and safety standards.
- Lead by example and encourage teaching team success through modeling and coaching.
- Maintain frequent communication with parents through informal discussions, progress reports, and parent-teacher conferences.
- Maintain accurate records, forms, and files as required by the program director.

- Maintain a personal professional development plan to ensure continuous quality improvement.

Required Knowledge, Skills, and Experience:

- Must be at least 18 years of age.
- Must pass the Louisiana Child Care Criminal Background Check
- Upon hire, must participate in the Louisiana Pathways Career Development System
- Upon hire, must annually complete 15 clock hours of continuing education, including three hours in health and safety, as identified in Louisiana Early Learning Center Licensing Regulations Bulletin 137
- Upon hire, must obtain the Early Childhood Ancillary Certificate within the first two years of employment

Desired Knowledge, Skills, and Experience:

- Minimum of 2 years of professional child care experience
- A strong understanding of child development
- Excellent leadership, organizational, and interpersonal skills
- Strong oral and written communication skills and basic computer skills
- High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment
- Infant/Child CPR and First Aid certification
- Early Childhood Ancillary Certificate, Associate's Degree in Care and Development of Young Children, or Bachelor's Degree in Early Childhood Education

Benefits:

Insert information about what benefits you offer here. Include information on things such as vacation time, bereavement, sick time, medical insurance, dental insurance, vision insurance, retirement accounts, disability or life insurance, and family leave.

Teachers are eligible for \$1,894 to \$3,787 in [School Readiness Tax Credits](#) each year if they are Level 1 Staff or higher in the [Louisiana Pathways Career Development Systems](#) and work in an eligible Type III center for at least 6 months of a year for an average of at least 30 hours per week.