



“ What starts here, changes lives.”- The Texas Christian Preschools

**Preschool/Pre K Lead Teacher
Job Description**

Classification:

Non-Exempt Employee

Job Summary

Plans and implements the daily curriculum for children in the classroom. Practices and models daily routines through use of the Pre K daily schedule and center management system. Oversees and coordinates the children's personal care, hygiene, learning activities, specialized programs and positive guidance. Maintains classroom records and developmental checklist for each student. Ensures that the classroom and learning interest areas are consistently clean and safe. Informs parents of their children's progress on a daily basis through use of the Procare Engage App. Keeps the Center Director and Assistant Director informed on a timely basis of pertinent issues regarding staff, children, families, and the program.

Primary Duties and Responsibilities

Education and Curriculum

- Plans and implements Frog Street curriculum activities and lesson plans that promote skills based learning across 10 learning development domains: Social-Emotional, Language and Communication, Emergent Literacy Reading, Emergent Literacy Writing, Mathematics, Science, Technology, Physical Development, Fine Arts, and Social Studies development.
- Implements the program schedule for the classroom, outdoor time, meals, snacks, and special activities.
- Uses positive guidance techniques consistent with state regulations and Texas Rising Star Standards. Counsels children when social, academic or adjustment problems arise. Practices and models Conscious Discipline in the classroom.
- Keeps accurate and current records of each child's developmental milestones, student accidents, anecdotal records, and attendance.
- Establishes developmentally appropriate room arrangement, décor, and learning environment in the classroom.
- Plans formal and informal parent conferences with director's guidance.
- Has strong working knowledge of Texas Minimum Standards as they pertain to center operations.
- Ensures that a daily list of activities (lesson plans) are posted for parents. Maintains classroom bulletin boards.



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Interactions with Parents, Staff, and Director

- Meets with prospective families and communicates appropriately with potential new customers.
- Assists in training new staff and familiarizing them with program practices, forms, and schedules.
- Establishes and maintains primary caregiver groups.
- Observes, records, and reports to director any significant behavior of children or staff that could adversely affect the quality of care provided.
- Actively participates in center events, staff training sessions, meetings, and programs.
- Immediately notifies the director of needed repairs to the building, play area, equipment or toys throughout the facility. Ensures that children are not exposed to equipment or situations that could affect their health or safety.
- Accepts temporary work assignments in the event regularly scheduled staff is not available, such as answering the phones, cooking, assisting in management of program.

Health and Safety

- Implements appropriate emergency procedures in the event of fire, tornado, chemical leak, or other emergency situations.
- Administers CPR/First Aid or other appropriate emergency procedures in the event of serious student accidents or emergencies
- Properly maintains educational materials and equipment; ensures that children are using equipment in an appropriate manner.
- Keeps the classroom and other play areas safe, neat, and clean.

Reporting Relationships

The lead teacher reports directly to the Center Director and Assistant Center Director. The lead teacher also takes direction from corporate administration such as: the Company Operations Director, Company Education Director and Owner.

Qualifications

The lead teacher must meet or exceed state licensing requirements for age, education, and experience. Must have at least 2 years experience working in early education. A Bachelor's degree in Early Childhood Education, Associates degree in Early Childhood Education, or a CDA is preferred.

Must be able to repeatedly bend, stoop and run; must be prepared to lift and carry children, as needed. Must be able to effectively interact and communicate with children and parents.

The lead teacher is required to maintain at least 30 hours of training each year to continue employment at The Texas Christian Preschools.