**TITLE:** Lead Teacher

**QUALIFICATIONS:** Degree in Interdisciplinary Early Childhood Education or a Related Field

**REPORT TO:** Executive Director

**DUTIES:**

1. Direct individual, small, and large group instruction.

2. Work as part of the transdisciplinary team in program planning, implementation, and evaluation/assessment.

3. Complete & submit requested reports and forms (time sheets, field trip forms, United Way data, television approval forms, etc.) punctually.

4. Send weekly notes to parents regarding classroom activities.

5. Conduct evaluations/assessments of children in program at least 3 times per year.

6. Utilize AEPSi for online documentation and parent communication.

7. Assist in the development of family-centered IFSPs/IEPs.

8. Monitor the work week and breaks of support staff and approve time sheets weekly.

9. Conduct annual performance review of classroom support staff.

10. Conduct required parent conferences.

11. Supervise classroom staff, college/university students, and volunteers as

requested. (Each teacher is expected to provide placement for practicum students

and student teachers.)

12. Arrive on time daily.

13. Follow the required dress code, cell phone policy, and media policy of CDCB.

14. Attend staff development sessions, Parent Club meetings, team meetings, ARC and IFSP meetings, lead staff meetings, and other such activities as requested.

15. Obtain 15 hours of Child Care Clock-Hour Training each year from hire date to hire date.

16. Acquire and document required continuing education/in-service hours on appropriate CDCB forms.

17. Observe universal precautions at all times.

18. Observe the tenets of the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) at all times.

19. Perform certain physical requirements necessary for teachers, therapists, and support teachers working with the preschool typical children and children with disabilities at CDCB. These physical requirements include but are not limited to: running and walking, bending, kneeling, stooping, sitting on the floor and in small children's chairs, getting up and down from the floor, and lifting children and equipment. Teachers, therapists, and support teachers also must have, with correction, vision and hearing within normal limits and the capacity to provide the children with an appropriate speech/language model.

20. Make recommendations to the executive director regarding materials, equipment needed for CDCB’s programs, and issues pertinent to the program.

21. Perform duties as described in this job description according to CDCB’s Policy Manual.

22. Carry out other duties as assigned by the Executive Director.