



Southminster
PRESBYTERIAN CHURCH



LOVING HEARTS
LEARNING PLACE

Lead Teacher Job Description

ACCOUNTABILITY

This position is accountable to the Loving Hearts Learning Place Director and Assistant Director.

EDUCATION AND EXPERIENCE

- Must have CDA, Associate's degree, or higher preferred.
- Must have 2 years experience in a classroom.

RESPONSIBILITIES

1. Be the first line of communication with the parents and children in your care. This can be speaking face-to-face with parents at pick-up and drop-off, communicating through ProCare, monthly parent newsletter, etc.
 - a. Lead teachers are responsible for introducing assistant teachers to parents via Facebook, Procare, and face-to-face interactions.
2. Share lesson plans with co-teachers, directors, and parents. Lesson plans must be posted in the classroom and outside the door.
3. Mentor the assistant teachers working in your classroom:
 - a. Provide hands-on training of assistant teachers, model desired behaviors, encourage and facilitate intentional interactions, communicate lesson plans with assistants.
4. Establish a strategic plan for each child in class through observations and assessments, and maintain a portfolio for each child. The binder containing the portfolio is kept in a common area and parents can see the portfolio upon request.
5. Lead teachers will spend one hour planning lessons for the week. A weekly hour of prep time is not guaranteed, but will be supplied when staffing permits.
 - a. Lesson plans must have 5 foundations from the Indiana Early Learning Foundations. Best practice is for teachers to choose foundations before selecting activities. Teachers need to utilize their observations and assessments to properly build their lesson plans to cater to each child's level of learning.
 - b. Lead teachers need to communicate the activities and goals of the lesson plan to their assistants, and delegate activities when implementing, so that there is teacher interaction at each center.
6. Center time must happen daily. Center time will consist of math, science, writing, art, blocks, dramatic play, and sensory. Lead teachers should be moving throughout the spaces during center time as needed. Examples include:
 - a. Math Center: Counting, identifying or recognizing numbers, writing numbers, 1-on-1 corresponding, and/or rote counting.

- b. Writing Center: Singing ABCs, identifying/recognizing upper and/or lower case letters, writing letters, identifying and writing own name.
 - c. Art Center: Any artistic medium (paint, marker, crayon, etc., should be varied). Artwork should include dictations and be a meaningful representation of the artistic process.
7. Schedule and lead Parent/Teacher conferences at least once a year.
8. Maintain the supplies, learning materials, and furnishings of your classroom, and oversee the appropriate general maintenance of the classroom.
9. Attend staff meetings and continuing education opportunities (24 hours/year) as requested by the director. Complete 2 training hours each calendar month.
10. Must know the child-to-staff ratio in their classroom and maintain at all times.
11. Follow proper hand washing policies as well as classroom sanitation.
 - a. In Infant/Toddler classrooms where children are in diapers teachers must follow the Diaper Changing Procedure posted in the classroom.

EVALUATION

Lead Teachers shall be reviewed annually by the LHLP Director.

SCHEDULE

Flexible, typically 40 hours per week. Can choose between four 10-hour days, or five 8-hour days.

BENEFITS

- Rate: \$17-19/hour
- Employee childcare discount
- Vacation and PTO Leave