**Job Title:** Lead Teacher **Department:** Early Childhood Center

**Reports to:** Program Director **Effective Date:** June 12, 2024

**About Community Children’s Center:**

Founded in 1965, Community Children's Center is a 501(c)3 nonprofit dedicated to increasing access to high-quality, accessible, available, and affordable childcare for infants to five-years-old in Douglas County. Our staff provides a variety of training, programs, and partnerships aimed at helping parents through the journey of parenting.

**Job Summary:**

Works with co-teachers to create, plan, and implement activities that promote the health, well-being, and development of young children. Maintains a safe, clean, and engaging learning environment.

**Supervisory Responsibilities:**

Assist the Program Director and Assistant Program Director in supervising the Teacher Assistant, volunteers, and parents in the classroom.

**Duties/Responsibilities:**

* **Health and Safety:**
  + Adhere to all health and safety policies and procedures.
  + Maintain classroom sanitation and supervise children at all times.
  + Model safe and healthy choices; support children in personal cleanliness and self-care.
  + Report suspected child abuse or neglect.
* **Curriculum:**
  + Plan and implement developmentally appropriate activities supporting social-emotional, language, cognitive, self-help, fine motor, and large motor skill growth.
  + Engage children positively during routines, play, and planned activities.
  + Create a soothing environment for quiet time/nap time.
  + Plan activities stimulating growth in language, social, and motor skills.
* **Professionalism:**
  + Respect confidentiality of children, families, and staff.
  + Demonstrate respectful interactions; work with children's special needs.
  + Communicate daily with families.
  + Adhere to all center policies and procedures.
  + Complete reports, participate in meetings, and follow NAEYC's ethical code.

**Education and Experience:**

* Must be at least 18 years old.
* Bachelor’s degree in early childhood/child development or related field preferred
* At least one year of experience in a licensed early childhood care and education program.

**Required Skills/Abilities:**

* **Health and Safety Requirements:**
  + Negative TB test within the last year.
  + Health assessment within the last 12 months.
  + Pass all background checks, including KBI.
  + Three professional references.
* **Certificates, Licenses, Registrations:**
  + Current first aid and CPR certificates.
  + Child Abuse and Neglect Training.
  + Infection Control/Communicable Disease Training.
  + Valid driver's license or transportation to/from the center.
  + Participate in at least 12 hours of in-service training annually.
* **Communication Skills:**
  + Read and comprehend complex instructions.
  + Compose letters, memos, and instructional materials.
  + Effectively present information to employees and families.
  + Preferred: Bilingual
* **Mathematical Skills:**
  + Perform basic arithmetic operations.
* **Reasoning Ability:**
  + Apply common sense to follow instructions.
  + Deal with problems involving multiple variables.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Regularly stand, use hands, reach, stoop, kneel, crouch, crawl, hear, talk, taste, and smell.
* Frequently sit, walk, climb, balance, and lift/move up to 25 pounds.
* Occasionally lift/move up to 50 pounds.
* Specific vision abilities required.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Frequently exposed to outside weather, communicable illnesses, living creatures, airborne particles, and allergens.
* Occasionally exposed to moderate cold, moderate heat, fumes, moving mechanical parts, toxic/caustic chemicals, and risk of electrical shock.
* Noise level is usually moderate to loud.

**Compensation:** $19.00-20.00 per hour dependent on education and experience

**Benefits:** Medical, dental and vision insurance, EAP, CCC-funded Life Insurance, FSA/Dependent Care FSA, other voluntary benefits, 11 paid holidays, paid personal leave.

**FSLA Classification:** Full-Time, Hourly, Non-Exempt

The Community Children's Center is an Equal Opportunity Employer. We value diversity and inclusivity and are committed to creating a workplace where everyone feels valued and respected.