

## JOB DESCRIPTION

EMPLOYEE:

TITLE: **Lead Teacher**

REPORTS TO: Director

Job Description:

### 1. **Lead Teacher :**

Specific Duties and Responsibilities:

- a. Understand and comply with the Little Angels Children Development Center's mission and institutional effectiveness process.
- b. Instruction of the curriculum used by the center.(Creative)
- c. Readiness of the children for the next class.
- d. Supervision of children at all times.
- e. Keep records of assistance and all paperwork on the class.
- f. Cleaning and care of toys and materials on her class and the center. As well as the playground area.
- g. Responsible for meals and cleaning after meals.
- h. Communicate with parents about child's progress or concerns on a daily basis.
- i. Must be on time and wearing pictures ID provided by the center administration.
- j. Develop the lesson plan for the classroom on a weekly basis.
- k. Agree and conduct the self evaluation annually setting a self development goal.
- l. Filling the cleaning and medicines log daily or as needed.
- m. Communicate with parent and rest of staff in a respectful way
- n. Keep a minimum of 20 of in service hours every school year

**Other:**

- o. Participate in the extracurricular activities conducted at the center.
- p. Absences must be scheduled at least one week prior to the day to be off and in the case of an emergency contact the director as soon as possible.
- q. Treat children in a caring, loving and respectful way.

Note: The use of computers and college resources is limited for school business purposes. Installation of any software is prohibited.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>