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