



JOB DESCRIPTION

EARLY LEARNING LEAD TEACHER - 2 (ELLT-2)

SUMMARY

The Early Learning Lead Teacher - 2 (ELLT-2) plans and implements daily classroom activities to meet the individual and group goals for children enrolled in V.I.P. Tots classes.

As the single classroom teacher, the ELLT-2 plans and provides programs in a safe, loving environment where self-concept is enhanced, independence encouraged, and individuality is respected.

KEY RESPONSIBILITIES

The Early Learning Lead Teacher - 2 will follow all policies and regulations set forth in the Staff Handbook and Staff Safety Manual. The responsibilities of the ELLT-2 will include but not be limited to the following:

1. Provide developmentally appropriate activities to all children enrolled.
2. Observe and monitor children's progress on a daily basis and document as required. Maintain consistent record keeping regarding attendance and child performance. Discuss observations with the Assistant Executive Director and/or Staff Trainer at appropriate times.
3. Develop and implement a daily program to meet the developmental, emotional and physical needs of each child.
4. Maintain daily classroom responsibilities including, but not limited to: room set-up, lunch, toileting, special projects, preparing materials and classroom cleanup duties.
5. Maintain housekeeping responsibilities included but not limited to: disinfecting toys and equipment, food clean-up and laundry duties and maintaining a clean, safe and attractive environment.
6. Develop and implement weekly lesson plans in the following curriculum areas: cognitive & pre-literacy, gross-motor, fine-motor, self-help, speech & language, music, and social/emotional.
7. Maintain daily specific procedures such as diapering and toileting, safety issues, behavior management, etc.
8. When necessary, complete accident, behavior incident or unusual incident reports as required in a timely manner for children and/or for staff.

9. Conduct appropriate developmental screening/assessment of assigned children including the Desired Results Developmental Profile - Revised or ACCESS.
10. Follow all licensing procedures. Keep children being supervised in visual contact at all times. Assist in keeping classrooms and playgrounds free of hazards and hazardous products.
11. Treat children, parents and other staff members with dignity and respect, demonstrating responsive caregiving and taking responsibility for safe environments at all times.
12. Respect the confidentiality of children, parents and staff.
13. Meet the needs of the children and families in a culturally sensitive manner.
14. Effectively supervise children outdoors on the playground so that safety of the children and respect for equipment is accomplished.
15. Engage in play and communication exchanges inside and outside whenever possible or appropriate.
16. Effectively Implement Appropriate and Positive Discipline as described by Behavior Management Policy and/or plans developed in conjunction with the Administrative Staff.
17. Attend all assigned staff meetings and trainings.
18. Complete and document 21 hours of professional growth each school year.

MINIMUM EDUCATION

Basic required core ECE Units per Licensing
Bachelor's Degree in ECE or related field

REQUIREMENTS

1. Demonstrated ability to function independently.
2. Strong organizational and communication skills.
3. Ability to relate pleasantly and sensitively to children, staff, and parents.
4. Demonstrated ability to apply knowledge of early child development to determine the educational and emotional needs children.
5. Demonstrated ability to use technology, included, but not limited to: Microsoft Word, Excel and Outlook.
6. Evidence of emotional maturity and stability.
7. Evidence of sufficient security and judgment to handle crisis situations.
8. Ability to recognize and record significant individual and group behaviors.
9. CPR and First Aid training as required by licensing or funding agencies.

PHYSICAL DEMANDS

Sit, stand, reach, look down, turn neck (frequently); walk, bend, stoop, squat, push, pull, climb stairs, reach above shoulders (occasionally); kneel, crawl, lift/carry items to 10 pounds (frequently), to 25 pounds (occasionally) and 26 - 90 pounds (students, in

emergencies); grasp/manipulate materials and supplies (frequently); use seeing, hearing and speaking (continuously).

WORKING CONDITIONS

Indoor classrooms, outdoor school yard and grounds. Exposure to: student and playground noise, communicable diseases, noncompliant children, air conditioning, seasonal temperatures, dust, wind, pesticides and possible smog.

TIME COMMITMENT

The Early Learning Lead Teacher - 2 will be hired to work up to 40-hours per week in order to meet the ratio requirements set by the Board of Directors. The Executive Director in consultation with the Administrative Team will assign work hours. The number of hours worked per day will be contingent upon child enrollment and/or grant funding. Work schedules will vary depending on enrollment. Occasional paid evening hours may be required or requested for open house, trainings or special events.

REPORTING RELATIONSHIP

The Early Learning Lead Teacher - 2 will report to the Assistant Executive Director.

COMPENSATION

Compensation Packages will be determined by the Executive Director in accordance with the current compensation structure adopted by the Board of Directors.