

# Pre-K Counts Lead Teacher Job Description

## *The Children's Playhouse*

**Position Description** The Preschool Lead Teacher works with children from 3-5 years old and is responsible for developing a cohesive teaching team, coordinating curriculum implementation, and managing the day-to-day operational activities of the classroom. Teachers must understand children's cognitive, social, emotional and physical development to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Teacher must be skilled in communicating with both children and adults to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns. Preschool Lead teachers also must ensure that students with developmental delays or different abilities are meeting their IEP or IFSP goals and conducting weekly individual planning for their students.

## **Full-Time Job Position**

**This position reports to the Center Director**

## **Qualifications**

- Must have a minimum of an bachelor's degree in ECE with three years of experience working with Preschool.
- Level 1 ECE Cert in Prek-4 or N-3 (**Pre-K Counts Preschool Lead Teacher Position**)
- Experience in a leadership role in an early childhood classroom preferred

## **Additional Knowledge, Skills and Experience Required**

- Minimum of 2 years' experience as an early childhood educator.
- Experience in screening and assessment of young children, lesson plan development, and curriculum implementation in an early childhood classroom
- Strong oral and written communication skills and basic computer skills.
- High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills
- Must be able to lift a minimum of 35lbs.

## **Key**

## Responsibilities

- Lead the implementation of the Creative Curriculum in classroom design and classroom team collaboration in the development of lesson plans that are developmentally appropriate and reflect PA Early Learning Standards.
- Always ensure positive relationships with children and families.
- Lead the classroom team in child developmental screening, child observation recording, child assessment and development of progress reports as required
- Ensure positive and frequent communication with families both informally and formally through facilitation of Parent Conferences, Home Visits, and progress reports with emphasis on seeking parent input regarding their child's progress and goals for their child
- Encourage and welcome family members as volunteers in the classroom
- Support Assistant Teachers, Support Staff and classroom volunteers in classroom activities and interactions

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- To exclusively provide all instruction that is accompanied by PA common core standards (Large Group, 1/2 of Small Groups, and 1st read aloud).
- Provide 2nd Read aloud of the Day
- Collection of 10 children's observations, the other 10 will be collected by the assistant.
- It is the lead teacher's responsibility to make sure that ALL 20 students' observation information is entered into the TSG system. Assistants will collect information on paper while helicoptering during choice time and leads will enter it into the system.
- The maintenance and upkeep of 10 children's education files. Children too be determined prior to the start of the year. A list to be provided to the Ed Coordinator
- The implementation and instruction of the Mental Health/Nutrition Curriculum
- Lesson Planning
- Provide instruction for the 2nd large group
- Monthly Calendars and Newsletters
- TSG Family Resource Sharing
- Family Communications
- Complete Checkpoints/ASQ-3/ASQ-SE and SLO Report
- Document information related to specific Children's IEP needs
- Plan Family collaboration activities monthly
- Complete and return on time the Injury and Illness Tracking Logs

- Complete and return on time the Health and Safety Checklist
- Attendance Boards (SDP and CPH's)
- Daily Family Sign in Sheet
- Complete the Medication Logs if needed
- Teacher Board Upkeep
- Ensure compliance with all relevant regulations and standards, and program policies and procedures
- Maintain a safe and healthy classroom environment through consistent implementation of hygiene and cleanliness practices
- Responsible for development of a daily plan for safe supervision of all children in the classroom in collaboration with the classroom team
- Maintain accurate and complete child records and files
- Gather and submit all child data on the required schedule
- Maintain personal professional development plan to ensure continuous quality improvement.
- Other duties as assigned by Center Director
- Level I teachers must attend induction with the Philadelphia School District and remain as a Children's Playhouse PKC teacher for a minimum of two years as they complete LEVEL II Certification requirements (May take longer, depending on teacher's schedule and plan)
- PKC must complete all required training to meet PKC requirements.

## Physical Requirements

Must be able to lift a minimum of 35lbs and under, be able to bend, sit, stand, and walk for long periods of time.

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## Benefits and Salaries

Ful Time- Salary -10 month

Benefits include: Medical, Dental, IRA, Paid Time off (PTO), Paid Sick Time, Holiday Pay, bonuses, maternity/paternity, bereavement pay, paid prep time without students, and childcare discounts

***The Children's Playhouse is an Equal Employment Opportunity (EEO) employer and does not discriminate based on race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.***

