

Puget Sound ESD Early Childhood Education and Assistance Program
Lead Teacher Sample Job Description

Overview of Position:

The Lead Teacher provides children with a positive learning environment and varied experiences that will help them develop in all areas in a manner appropriate to their age and stage of development. The Lead Teacher works in collaboration with the assistant teacher and site team to enhance the parent's role as the principal influence on the child's education and development.

Primary Responsibilities:

1. **Team Player:** Contributes to the development of communication mutual respect, mutual support, competence, and creativity among all members of the ECEAP staff.
2. **Leadership:** Provides leadership and support to assistant teacher (s).
3. **Recruitment:** In collaboration with other site staff, supports and participates in ongoing recruitment efforts to ensure full enrollment.
4. **Curriculum Planning:** Plans and develops a daily schedule of classroom routines and activities. Prepares and implements lesson plans in accordance with the ECEAP program performance standards and program service plans. Provides an integrated, child centered, comprehensive curriculum and multicultural environment, which meets the needs of every child, including those with disabilities.
5. **Guidance:** Interacts positively with all children to support their individual learning and meets their emotional needs.
6. **Classroom Preparation:** Collaborates with Assistant Teacher to prepare and organize the classroom and classroom materials in accordance with the planned classroom program.
7. **Communication/Family Support:** Communicates regularly and respectfully with families and involves them in the educational program. Encourages and supports families in working toward goals they have set for themselves. Collaborates with site team in planning and facilitating family events/meetings. When working with diverse populations, accesses interpreters and language line as needed through ESD ECEAP Interpreter Fund.
8. **Educational Planning Meetings:** Conducts three hours of educational planning meetings annually with each child's family.
9. **Record Keeping:** Completes written observations of individual children throughout the year. Develops a learning plan for each child within 90 days of school entry. Maintains complete confidential records on each child.
10. **Screenings:** Administers standardized screening tools on every child within 90 days of school entry. Re-screens and refers as necessary.
11. **Family-Style Meal Service:** Assists with planning, preparation and serving of snacks and meals; participates in and facilitates mealtime service, and joins children at the table for support and conversation.
12. **Health Supervision:** Teaches and oversees health habits in the classroom, i.e. handwashing, toothbrushing, etc. Administers first aid as needed. Checks indoor and outdoor environment for safety hazards. Works in collaboration with Mental Health Professional and Nurse Consultant as needed.
13. **Supervision:** Supervises, trains and supports preschool teaching assistants. Assists with recruitment and training of family/community volunteers to participate in the classroom.
14. **Interdisciplinary Staffings:** Participates in interdisciplinary planning for children and families to include staffings, multidisciplinary teams, individual education plans and other cross-component coordination efforts.

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15. **Professional Development:** Participates in PSESD inservice staff trainings, staff meetings, and other education opportunities to gain knowledge and skills throughout the year.
16. **Transitions:** Works in collaboration with Assistant Teacher, families and site team to ensure smooth transitions for children and families to before- and after-school care and between ECEAP and Kindergarten.
18. Responsible to keep informed of ongoing program changes and updates.
19. Performs other duties as assigned.

Standard Qualifications:

- An associate or higher degree with the equivalent of 30 college quarter credits in early childhood education. These 30 credits may be included in the degree or in addition to the degree.
- A valid Washington State Teaching Certificate with an endorsement in Early Childhood education (Pre-K-Grade 3) or Early Childhood Special Education

Required Knowledge, Skills and Abilities:

1. Knowledge of developmentally appropriate practices for preschool children.
2. Ability to communicate effectively and relate positively to students, parents, staff and volunteers in a diverse environment.
3. Ability to adjust to varied situations, demands and new instructional concepts.
4. Ability to perform basic clerical tasks such as record keeping, filing, typing, copying, etc.
5. Ability to attend occasional evening meetings and to occasionally visit parents in their homes.
6. Ability to supervise students on regularly scheduled field trips.

Certification and Licenses:

1. Fingerprinting and background check
2. First aid and CPR card within 90 days of hire.
3. Food and Beverage Handler's Permit within 90 days of hire.
4. Completion of a one-step Mantoux tuberculosis (TB) skin test, unless there is written proof of one of the following:
 - Ⓜ A negative Mantoux TB test in the 12 months prior to hiring.
 - Ⓜ Medication therapy to treat TB.
 - Ⓜ A recent negative chest X-ray and a statement from a health care provider that the individual does not pose a risk to others.

***C-5 College Credit**

When college credit is required for ECEAP staff, the following applies:

- College credit must be earned from an accredited institution of higher education.
- One college semester credit equals 1.5 college quarter credits.
- Staff may replace up to 1/3 of required college credits with workshop hours related to the job description, at the rate of ten classroom hours to one college credit. This does not apply to requirements for a college degree. Acceptable workshop hours are Washington State Training and Registry System (STARS) approved training, Office of the Superintendent of Public Instruction (OSPI) approved clock hours, in service training, conferences, or training provided by agencies specializing in professional development.

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- Credit counted for staff qualifications, such as specific 12 or 30 credit requirements for teachers and family support specialists must be directly related to the job description.
- Early childhood education (ECE) credit is coursework with content closely related to the Washington State STARS Core Competencies and predominantly addresses children ages birth to eight.
- Staff requirements for an associate degree allow any “two-year” community or technical college degree of 90 quarter credits or more, including degrees designated as AA, AAS, AAS-T, ATA, or AD.
- Equivalent degrees and credentials from other states and countries are accepted.