

## **Child Development Center Lead Teacher**

**Full Time**

**Reports to: Child Development Center Director**

**Hourly**

### **Essential Job Functions**

- Supervises Group and Assistant teachers
- Schedules and supervises volunteers
- Maintains appropriate staff/child ratios are met at all times
- Schedules staff mealtimes and breaks according to ratio
- Ensures provider lists are updated weekly and posted in classrooms
- Schedules monthly fire drills and lockdown drills
- Reports any suspect abuse to supervisor
- Assist in the arrangement of each classroom environment in accordance to program goals and philosophy
- Mentors and trains staff as needed
- Assist staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Responsible for all aspects of care and education for all enrolled children
- Create weekly plan and delivers age appropriate curricular plan that nurtures and stimulates all domains of each child's development utilizing appropriate and best practices
- Be client focused as per HomeFront's standards
- Deliver Trauma Informed Care approach
- Establish professional rapport with families to provide quality care and education
- Ensures child safety in classroom, playground, in common areas and at events
- Assist children with activities of daily life
- Maintains observation and evaluation of children's development and progress as directed by administration
- Plan parent conferences to discuss children's developmental progress, needs and interests
- Collaborate and support families to ensure a smooth transition from Home to Center
- Encourages and fosters an inviting, warm and nurturing learning environment
- Informs Leaders and Director of concerns regarding children
- Completes required 20-hours of training on a yearly basis
- Maintains portfolio for each child
- Completes daily sheets pertaining to eating, sleeping, diapering and activities for each child and updates parents daily
- Maintain a professional self-image and project the values of the organization at all time.
- Maintains open communication with assistant teacher regarding children's care and classroom management
- Provide a developmentally appropriate, orderly, and clean classroom environment that reflects children's learning and growth incorporating pleasant appearance and décor
- Plans and implements age and developmentally appropriate practices to address physical, emotional, social and cognitive needs of children
- Treat each child with dignity and respect for his/her cultural background

- Encourage children's development of self-confidence, problem solving, and responsibility for their actions.
- Support Assistant teachers

### **Job Competencies**

- Excellent verbal and written communication
- Leadership skills
- Nurturing and Caring approach to children
- Interpersonal Skills
- Conflict Resolution
- Intuitiveness
- Ethical Conduct
- Team Player
- Patience and persevere
- Strong Work Ethic
- Time Management and Flexibility

### **Technical Skills**

- Knowledge of Grow New Jersey Kids standards
- Knowledge of Creative Curriculum
- Knowledge of QRIS standards
- Proficient in Microsoft Office

### **Requirements**

- Associate Degree in Early Childhood Education or A Bachelor's Degree in a related field with a current CDA. (Bachelor's in Early Childhood Development or Early Education, P-3 preferred)
- A minimum of 3 years' experience working with either preschool age or infant and toddlers in a licensed quality program. (Lead teacher experience preferred)
- Head Teacher endorsement from the New Jersey Registry of Childhood Professional, Professional Impact New Jersey
- Infant/Child/Adult CPR and First Aid Certification
- Valid Driver's License
- Meet all standards for hire in background checks as required by New Jersey State Licensing and HomeFront, Inc.

### **Physical Demands and Work Environment**

- Ability to lift up to 40 lbs.
- Ability to kneel, stoop, bend, lift, push, pull, stand and sit for long periods of time
- Close vision, distance vision, depth perception and ability to adjust focus
- Exposed to weather conditions prevalent at the time

**Travel**

Local travel may be required

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

*HomeFront, Inc. is an equal opportunity /affirmative action employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*

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*Employee Name*

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*Employee Signature*

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*Date*