



Lead Teacher Job Description

Qualifications:

- Must be at least 18 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the combinations approved by DCF as stated in the rules book
- Possess certificate from The Registry, at least 9 or higher, verifying training requirements have been met.

Responsibilities Include:

- Lesson planning and implementing all aspects of the plans.
- Attending monthly staff meetings.
- Attending board meetings.
- Supervising daily activities in the classroom.
- Interacting with children and parents; developing a rapport.
- Maintaining communication with parents through notes, e-mails, phone calls, face-to-face conversations and by using the BLOOMZ App.
- Maintaining the classroom to make it clean and orderly.
- Developing “room awareness,” meaning, to be aware of what is always going on in the room.
- Using a quiet, warm, and yet firm voice when talking to the children.
- Creating and following classroom rules and following through with any natural consequence for discipline.
- Being empathetic, respectful, and encouraging.
- Doing any additional tasks that are may be required to perform the job.

Parent-Teacher Conferences: The lead teacher is responsible for holding two parent-teacher conferences per year. The first one is mandatory and the second one is optional but recommended.

Pay: Lead Teachers are paid per session and are paid for four extra days: Classroom set-up, Classroom take down, Father’s Night, and Parent Orientation.

Insurance: Health Insurance is not offered at this time.

Personal/Sick Days: One personal day is given per year.

Classroom Budget: Each teacher gets a classroom budget that is determined by the Treasurer and the Director.

Supervised by: Center Director