Family Enrichment Center

Lead Teacher Job Description

Minimum Requirements:

1. Must have a H.S. Diploma or G.E.D. and the 45 hour Entry Level Course or the equivalent, as well as the 6 Hour Inclusion Course. Higher education degree and/or CDA are preferred.
2. Must be available to work full time.
3. Must be familiar with and able to implement the NM State Regulations and the requirements of the Aim High Star System
4. Must have or be willing to get CPR/First Aid Training.
5. Must be willing to get 24 hours of training every year, starting with hire date.
6. Must have a minimum of one year experience in a classroom in order to be a lead teacher.

Responsibilities to Include:

1. Create a safe, nurturing and safe environment in which children feel safe to explore, learn and grow.
2. Must be willing to work in a team environment: Willing to share ideas and be open to other’s ideas, and be flexible and willing to compromise.
3. Directly responsible to the FEC Director.
4. Must attend monthly staff meetings, yearly Meet and Greet, Open House, and other parent/child events.
5. Responsible for monthly classroom newsletters, and regular communication with families, and staff.
6. Responsible for developing monthly curriculum with input from classroom team.
7. Responsible for coordinating children’s observations, setting their goals and developing lessons that will enable individual students to meet their goals.
8. Conduct 2 parent/teacher conferences annually, sharing information about a child’s learning and progress as well as identifying any areas of concern. The teacher is welcome to request that the Director join any meeting in which there are questions or concerns.
9. Bring any parent concerns or questions to the Director.
10. Lead teachers are responsible for setting the tone and identifying the responsibilities of each team member. There needs to be leadership in each classroom and clear, open and honest communication is the key to a team’s success. If a conflict can’t be resolved within the team, the lead teacher must seek out support and guidance from the Director.
11. Documentation of issues, anecdotal records and necessary record keeping including progress reports.
12. Responsible for communicating with parents and other family members on a daily basis.
13. Direct responsibility for own classroom, including planning and arranging room for school year, developing age appropriate curriculum and in order to implement best practices.
14. Work with Director to identify classroom needs for purchase.
15. Must schedule and attend monthly team Reflective Supervision Meetings as well as Lead Teacher Meetings as scheduled by the Director.
16. Teachers are responsible for arranging for their own substitute teachers when they are going to be absent.
17. Responsible for the health and safety of all children attending the FEC.