

**Southern Vermont Community Action (SEVCA)
JOB DESCRIPTION**

Position Title: Lead Teacher
Department: Head Start
Supervisor: Education/Disabilities Services Manager
Job Classification: Salaried/Exempt, full time

Effective date: July 2024

For VT State Licensing
<input type="checkbox"/> 7.3.1 Director
<input type="checkbox"/> 7.3.2.1 Teacher
<input type="checkbox"/> 7.3.2.2 Teacher Associate
<input type="checkbox"/> 7.3.2.3 Teacher Assistant
<input type="checkbox"/> 7.3.2.4 Trainee
<input type="checkbox"/> 7.3.2.5 Classroom Aide
<input type="checkbox"/> 7.3.2.6 Substitute

Job Objectives and Job Summary:

The Lead Teacher is responsible for being sure the Head Start Performance Standards, Vermont Early Learning Standards, and Vermont Child Care Licensing Regulations for Center Based Child Care and Preschool Programs are met in their classroom. The Lead Teacher is part of a team of supervisory staff that meets monthly. This position requires a close collaborative working relationship with all other content area managers, staff, and parents. Supervision of the teaching assistants, support staff and facility is included in the responsibilities.

Essential Functions:

- Meet the qualifications for “Teacher” as stated in the Vermont Child Care Licensing Regulations for Center Based Child Care and Preschool Programs and Head Start Performance Standards, experience with home visits, supervision of staff, and working with groups.
- Lead Teachers model positive, respectful interactions with adults and children alike. They are role models for parents, and an ambassador for the program.
- Schedule and conduct developmental (Early Screening Inventory) and social/emotional and behavior screening (Ages and Stages Questionnaire (ASQ: SE-2) within 45 days of a child’s enrollment in the program.
- Work collaboratively with parents to make individualized plans for children.
- Plan, facilitate and document developmentally appropriate preschool experiences for all children using The Creative Curriculum and Teaching Strategies GOLD to ensure that individual planning is done for each child in the classroom.
- Plan, facilitate, support and document family engagement activities in collaboration with Family Partners.
- Plan, facilitate and document one home visit and four parent conferences each program year.
- Plan a monthly Case Management meeting with Family Partners to ensure families are receiving service/assistance as individually needed.
- Provide supervision for teacher associates and teacher assistants within their classroom.
- Collaborate with the Education/Disabilities Services Manager, local Early Childhood Programs and professionals throughout the year to provide the most appropriate support for children with special needs and their families.
- Participate in regularly scheduled individual supervision meetings, team meetings, center staff meetings, staff development days, and SEVCA All Staff meetings.
- Be a resource for parents and staff.
- Participate in ongoing training according to an Individual Professional Development Plan that meets the requirements of the Licensing Regulations for this position (15 hours).
- Ensure that the classroom is well maintained and cleaned on a daily basis.
- Respect and respond competently to the culture, traditions, lifestyle, language, and values of each family and community.
- Offer parent opportunities to be involved in group activities, including Policy Council and educational activities based on the interest and need. Also offer opportunities for parents to build on their goals, strengths, and access needs.
- Ability to lift, twist, and turn with 50 pounds of weight.
- Ability to speak the language of the majority of the children in the classroom.
- Responsible for opening and maintenance of Book Clubs, i.e. Scholastic. This includes ensuring that all unpaid invoices are paid by the end of the school year, or upon lay off of the employee.
- Ability to work collaboratively with coworkers and maintain a team effort at all times.
- Represent the program at local, state and regional meetings and conferences.
- Clerical tasks and record keeping.

All Policies were reviewed during June/July/August 2024

Presented to PC: September 2024

Approved:

- Enter and submit biweekly attendance to Child Care Services Manager (for full day classrooms only).
- Support Family Partners with parent meetings.
- Behavior management and interactions with children must be positive and respectful.
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
- Contribute to the Monthly Newsletter.
- Complete needs assessment and participate in the practice-based coaching model within the program, if selected
- Other duties as assigned.

Job Standards/Accountability:

Lead Teachers will follow the Head Start Performance Standards, Vermont Early Learning Standards, and the Vermont Child Care Licensing Regulations for Center Based Child Care and Preschool Programs. Lead Teachers will adhere to the standards set in the SEVCA Personnel Policies. Work hours are flexible in that they may be adjusted to accommodate the needs of the position.

Working Conditions:

This is considered a full-time position with at least 33 hours per week, salaried/exempt, program year position. The hours depend on the number of Head Start children in the classroom, whether the center offers full day care, and whether the Lead Teacher is also the Center Manager/Site Director. Lead Teachers manage their own classroom space and are responsible for its general upkeep and daily maintenance. Professional Development will be partially supported by SEVCA SEVCA Head Start. Lead Teachers are also given paid planning time on a daily basis.

Qualifications:

- Bachelor's degree in early childhood, or a Bachelor's degree with at least 30 related credits. This includes one program year of successful experience in a preschool classroom.
- An ability to communicate effectively with others, including giving and receiving feedback on the quality of services.
- A demonstrated ability to practice theories and principles of early childhood education.
- An ability to articulate the importance of parents as the primary educator of their children.
- Experience working with low income families.
- Minimum of 15 clock hours of professional development activities each year.
- Ability to prioritize and multi-task.
- Ability to maintain confidentiality regarding children and families at all times.
- Ability to obtain a satisfactory criminal record and fingerprint check
- Positive Attitude

All Policies were reviewed during June/July/August 2023

Presented to PC: September 2024

Approved: