

A Lead Teacher is responsible for general supervision and management of a class of children; planning and executing the educational program in accordance with the purpose, mission and goals of Deerwood Academy.

Qualifications

Professionally prepared as a teacher in the field of early childhood education and/or child development; meeting the requirements of The Department of Children and Families and accrediting organizations. A Lead Teacher must be warm, sensitive and mature individual who relates well to children and adults.

EDUCATION AND OTHER REQUIREMENTS:

- A degree in Child Development Associates or Bachelor degree in Early Childhood Development Education or equivalent
- At least 18 years of age (25 if responsibility includes driving the van)
- Knowledge and understanding of all current Florida rules and regulations, as per The Department of Children and Families
- Has 1 year minimum experience in childcare or elementary school classroom
- Maintains The Department of Children and Families 10 training hours per annual requirements
- Completed the 45 hours, including Early Literacy, as per The Department of Children and Families

Skills

CLASSROOM RESPONSIBILITIES INCLUDE, BUT NOT LIMITED, TO THE FOLLOWING:

- Maintain all educational equipment and materials in your classroom
- Maintain progress records of each child's growth and development
- Work with parents to promote understanding of their child's growth and development
- Preserves positive parent relationships without utilizing "gossip"
- Speaks with a calm and gentle voice and remains as a positive role model
- Listens carefully and respectfully
- Teaches and shows by example, a problem solver to both children and co-workers
- Utilizes teachable moments with children
- Interacts, at the child's eye level, with all children
- Maintains classroom decor; Manipulatives on shelving units, children's art work & centers
- Supports and celebrates every culture
- Follows posted class schedule
- Update parent information and teacher information board
- Manages transitions from one activity to another
- Responds to the needs of each child
- Provide direct supervision to a specific group of children, and be present with that group of children at all times
- Utilizes re-direction and positive discipline
- Encouraging children to make positive choices throughout the day
- Be able to perform additional task as job demands



A LEAD TEACHER MUST HAVE THE ABILITY TO:

- Stand, up to, 90% of your scheduled day
- Lift up to 40 pounds; repetitive bending, stretching and stooping; frequently lift, carry and hold infants and children.
- Climb up and down stairs
- Work with children on the floor
- Work outdoors in a variety of weather elements
- Perform light cleaning duties
- Push emergency evacuation cribs with at least 4 infants in the crib
- Maintain both CPR and First Aid
- Update all allergy information, on each child, by posting the up to date information next to the child's picture
- Be able and willing to use an Epi-Pen when an emergency arises

Curriculum

LESSON PLANS:

- Lesson plans; completed in a timely manner, new plans posted on Friday's and supply lists prepared
- Reflects current Character Value of the week
- Circle time, stories and music planned and organized in advance
- Daily schedule organized and implemented

Universal Objectives

- Communicate in a concise and effective manner
- Exercise tact, discretion and confidentiality
- Conform to an established work schedule
- Complete and submit signed incident reports and children attendance sheets
- Do not, in any way, participate in gossip with co-workers
- Open to new ideas, change and be flexible and adaptive
- Participate in extra-curricular activities sponsored by The Deerwood Academy
- Consistently attend training sessions and staff meetings, required by the state and director
- Willingness in advancing self development through professional growth
- Use good judgment to handle crisis situations and usage of correct supervision
- Able and willing to accept direction, feedback and corrective criticism
- Lead by example; in your absence the Assistant Teacher or Primary Floaters are able and willing to perform your duties in teaching the classroom
- Conduct regular formal and / or informal parent/teacher conferences including child's adjustment in the class, behaviors and developmental progress
- Be flexible and able to meet the demands of the state mandated teacher/student ratios
- Support management and their decisions