



## **JOB DESCRIPTION**

### **Lead Teacher**

**Job title:** Lead Teacher

**Responsible to:** Cedar Valley Kids Child Care Center Director

**Classification:** Non-exempt

**Last Revised:** November 2022

**Education required:** Preferred AA or BA in Early Childhood Education or closely related field

**Experience:** Preferred Two (2) years' experience in child care/education related field. Related direct work experience with Infant through Preschool age children.

#### **Knowledge skills & abilities:**

- Knowledge of Iowa Health and Human Services (Iowa HHS) State of Iowa child care licensing standards guidelines for child care centers.
- Demonstrated ability to work collaboratively with multiple agencies.
- Demonstrated leadership skills.
- Supports Director with supervision of staff
- Ability to manage the daily schedules of staff and children
- Ability to speak, read and write in English.
- General word processing and computer knowledge.
- Valid driver license, reliable vehicle and current auto insurance.
- Must hold or have the ability to obtain CPR, First Aid, Mandatory Reporting of Child Abuse, and Universal Precautions Certificates.
- Ability to pass National Fingerprinting, Iowa Health and Human Services (HHS), criminal, and Child Abuse Registry record check.
- Ability to lift 30-50 pounds from floor to a waist high table 10-15 times daily.
- Knowledge of Child Development.
- Ability to develop policies, principles, and best practices of child care.
- Demonstrated ability to plan work and respond to deadlines and tasks.
- Ability to communicate effectively orally and in writing.
- Excellent customer service, public relations skills, and the ability to work with staff, students, the general public, and small children.
- Projects a positive professional image and respects, develops, and enhances the diversity and uniqueness of staff, families, children, and the curriculum.

- Demonstrates independent and professional judgment in dealing with and performing all aspects of the child development responsibilities.
- Ability to work with confidential information.
- Ability to identify and use appropriate assessments and evaluation instructions.
- Ability to work flexible hours.
- Knowledge of community resources.
- Knowledge of Quality Rating Improvement Systems (Iowa Quality 4 Kids) criteria, National Association for the Education of Young Children (NAEYC) accreditation, and Head Start standards.
- Knowledge of Early Childhood Curriculum philosophy and techniques/objectives.
- Knowledge and experience with young children ranging in ages from infants to five years old.
- General professional responsibilities

**Essential functions and responsibilities: Workplace attendance and participation**

- Attends regularly. Dependable coming to work as scheduled.
- Reports absences within department procedures.
- Attend and participate in required meetings
- Successfully complete all required trainings required by Iowa Health and Human Services and Cedar Valley Kids Child Care Center.
- Performs other duties assigned.

**Essential functions and responsibilities: Responsible for all functions of the classroom environment**

- Complies with regulatory requirements.
- Creates and maintains enthusiastic, respectful, and positive work environment for children, staff, students and families.
- Models best practice in the classroom and demonstrates professionalism in the Child Development Center.
- Collaborates with Child Care Resource and Referral staff on quality initiatives.
- Positively demonstrates an interest in, concern for, and relates well to young children and their families.
- General professional responsibilities.
- Creates classroom daily schedule suitable to the ages of the children enrolled.
- Prepares monthly newsletters to parents.
- Creates and prepares daily report sheets for each child enrolled in the classroom.
- Performs other related duties as assigned.
- Works in conjunction with the Coordinator and Assistant Coordinator designing a curriculum that supports center philosophy and meets children's needs to maintain a high-quality early education program.
- Prepares lessons and activities to meet each child's development level.

- Responsible for observations/documentations/assessments of each child with an awareness of the child's physical health, social/emotional and cognitive/development state.

**Essential functions and responsibilities: Maintain Center Requirements (License and Quality initiatives):**

- Models best practices and demonstrates professionalism in the Child Development Center.
- Creates and maintains an enthusiastic, respectful, and positive work environment- for children, colleagues (EPI and HCC), students, families and faculty.
- Maintain child/staff ratio daily.
- Analyzes and resolves any problems that may arise with parents, staff, students or children.
- Maintain CACFP records as required.
- Maintains and updates NAEYC portfolio
- Uses professional judgment independently to maintain compliance with DHS/licensing regulations, NAEYC accreditation and Iowa Quality 4 Kids (QRIS) in providing a high-quality child-care program.
- Works in collaboration with Coordinator and Assistant Coordinator in meeting QRS, NAEYC, and Head Start criteria and standards.
- Works in collaboration with the Coordinator in overseeing the maintenance of the safety and cleanliness of the classroom.

**Essential functions and responsibilities: Maintain strong family relationships**

- Communicates with families regularly.
- Makes all families feel welcome at the child care center.
- Conducts new family orientation for all families enrolled.
- Creates staff schedules and communicates with staff.
- Approves necessary communication to families via the communication app or written communication sent to families.
- Oversees and supports family conferences for the child care program. Supports teachers on the planning and development of the conference.
- Request regular feedback regarding provider satisfaction with assistance they have received.

**Essential functions and responsibilities: Customer service**

- Provide ongoing communication with families, colleagues, community partners, etc., respecting confidentiality.
- Advocates for young families, children and youth in the community and workplace.
- Promotes and supports Cedar Valley Kids and Unity Point in all aspects of the community.

**Attendance**

- Attends regularly. Dependable coming to work as scheduled.
- Reports absences within department procedures.
- Proactively develop and manage an effective, written work schedule, making necessary scheduling accommodations to meet staff training needs, including but not limited to evenings and weekend classes offered.
- Attend and participate in required meetings (i.e., all-agency meetings, department/program meetings, supervisor meetings, etc.).
- Successfully complete all in-service training required for the position within timelines and participate in other training, as assigned.
- Manages work time to meet the needs of internal and external customers, stakeholders and individuals receiving services.
- Provide strong leadership.

**Physical Demands:** The work requires light physical exertion and moving about including bending, crouching, stooping, stretching, and reaching or similar activities. Lifting objects may be required (typically, weight does not exceed 25 lbs., may on occasion be up to 50 lbs.). Occasional working with others in lifting or moving heavy objects is required. Travel to communities within the region and state is required.

**Potential Exposure to Blood and Body Fluids:** Job functions may include tasks with possibility of exposure to blood borne pathogens and bodily fluids.

**Mental/Visual Demands:** Frequent mental/visual attention is required in working with others. Work is occasionally repetitive and requires alertness and concentration. Listening and communication may require more intense concentration. Mental demands most significant in dealing with small group of adults.

**Work Environment:** Fairly good working conditions exist; however, there may be occasional exposure to disagreeable elements. Employee may occasionally work alone.

**Unavoidable Hazards/Risk:** Work involves small risks such as those one may face in an office or home environment. The magnitude of bodily injury resulting from work hazards is minimal. Work requires employee to travel within communities/neighborhoods that may be unfamiliar. Work requires employee to meet with potential child care providers in child care settings.

*A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions. All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or individuals served.*

*This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.*

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*

*I have been provided with a copy of this job description. I understand I am responsible to perform the essential functions and responsibilities listed in this description, and that I am to ask my supervisor for clarification regarding any information or statements within this job description I may not understand. I also understand I may request a reasonable accommodation with the Human Resources department to assist in me successfully performing the essential functions and responsibilities of this position.*

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Employee Signature

\_\_\_\_\_  
Date