



JOB DESCRIPTION

<u>TITLE:</u>	Lead Preschool Teacher
<u>DEPARTMENT:</u>	BumbleBeesRus
<u>REPORTS TO:</u>	Center Director
<u>REVIEW DATE</u>	December 5, 2012
<u>APPROVED BY:</u>	Board of Directors

General Purpose of the Job

The purpose is to promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families.

Essential Duties and Responsibilities

1. Create and employ a curricula that is developmentally appropriate and meets the needs of children from diverse backgrounds.
2. Responsible to engineer the classroom and design, lay it out, and manage the space in such a way as to make learning possible and probable.
3. Safeguard all classroom supplies and equipment, and accounts for any misused, damaged, or missing supplies or equipment.
4. Responsible for participating with a team (i.e. teacher assistant and family worker) on a daily basis in planning curricula and adding the necessary parental contribution.
5. Insure parent is knowledgeable about the child's program.
6. Create and maintain relationships with every child and family and assesses their needs.
7. Observe children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem or other special needs and reports these signs immediately to the Center Director/ Disabilities Coordinator for needed follow-up.
8. Evaluate the progress on an ongoing basis and implements the necessary modifications.

9. Ensure that all required documentation is completed and complies with the standards set by Creative Curriculum/ funding source of the program.
10. Conduct parent/teacher conferences to keep parents informed on child progress and goals.
11. Possess a solid understanding of development throughout early childhood and have knowledge of how to facilitate learning.
12. Comply and maintain a safe nurturing environment for students and staff which are conducive to learning. Provide guidance and direction in maintenance and hygiene routines.
13. Create clean and safe working environment. Maintain competency in the environment of care to provide a functional and safe environment for students and staff.
14. Use effective English in their oral and written communication.
15. Maintain behavior management and supervision of children during all BumbleBeesRus activities.
16. Implement behavior plans designed by Disabilities Coordinator.
17. Comply and maintain accurate data collection records for students, based on school readiness plan.
18. Develop and implement weekly lesson plans that are consistent with the program curriculum and NYS Prekindergarten Foundation for the Common Core.
19. Create weekly newsletters to keep families connected and involved in curriculum and classroom activities.
20. Encourage and model language expansion, extended learning and problem solving strategies throughout the day.
21. Demonstrate the importance of teacher interaction in developing, supporting and monitoring children's learning.
22. Observe children for suspected or disclosed signs of child abuse or child neglect and report them immediately to the center director or person in charge in accordance with the BumbleBeesRus Abuse/Neglect Reporting Policy and Procedures.
23. Sit with children during all meal time providing a model for good nutritional habits.
24. Submit program documentation in accordance with BumbleBeesRus policies and procedures. Follow Directives and timeline specifications as specified in the policies and procedures.
25. Monitor children's progress to determine the effectiveness of instruction.

26. Attend all training opportunities provided by BumbleBeesRus and all staff meetings.
27. Respect the private nature and special knowledge learned about each student and their families and use that knowledge only in the student's best interests.
28. Responsible for day-to-day supervision of the classroom assistant and volunteers.
29. Perform any other task deemed necessary by the center director/educational coordinator.

Qualifications

Bachelor degree in early childhood education or related field of study and current valid certification issued by the State Education Department.

Equivalent certification:

- a. Certification from a public or private certifying or teacher accrediting organization or agency granted reciprocity by the New York State Department of Education.

CERTIFICATION

<p>_____ EMPLOYEE SIGNATURE</p> <p>_____ PRINT NAME DATE</p> <p>I certify that I have read and understand the Responsibilities assigned to this position.</p>	<p>_____ CENTER DIRECTOR SIGNATURE</p> <p>_____ PRINT NAME DATE</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to The position.</p>
<p>_____ EXECUTIVE DIRECTOR'S SIGNATURE DATE</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being Performed by the Lead Teacher of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This job description can be amended at any time if needed.