



## **BIRTH TO THREE LEAD TEACHER Job Description - EDUCARE WEST DUPAGE**

Exemption Status: Full Time, Exempt - Salaried

### **POSITION SUMMARY**

Under the direction of the Director of School Operations and the Master Teacher, the Birth to Three Lead Teacher will develop and implement individual educational plans for children, which supports their development socially, intellectually, linguistically, physically, and emotionally in a manner appropriate to their age and stage of development. The Lead Teacher will be held responsible for implementing all programming requirements in adherence to all performance and outcomes standards as prescribed by the multiple funding and model requirements.

**RESPONSIBLE TO: Director of School Operations and Master Teacher**

**SUPERVISOR TO: None**

### **EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

- Bachelor's Degree in early childhood education, child development or a related field with a minimum of (18) semester hours in courses specifically in the care and education of children 0-5 years old. Provide original transcripts.
- Have knowledge and experience in the philosophy and practices of Infant and Toddler development and care (or comparable child development programs), early childhood education, developmentally appropriate practice, and bilingual education;
- Bilingual English/Spanish preferred, but not required;
- Have training or experience in collaborating with parents in the education and care of their children.
- Must hold or be willing to obtain Gateways to Opportunity Early Childhood Education Credential LEVEL 5 (within six months of hire)

### **ESSENTIAL JOB FUNCTIONS**

- Participate in training to build an understanding of the Educare Model of early learning programming, remain up to date in required curriculum training and any other trainings as assigned or required;
- Implement curriculum to support lesson planning
- Provide a dual language model in the classroom
- Perform the functions of this position with a strong understanding of Developmentally Appropriate Practices and Child Development;
- Plan and implement learning experiences that promote all developmental areas, including improving the readiness of children for school by developing their language acquisition and vocabulary through a balanced, dual language approach that supports both Spanish and English language acquisition;
- Function as an "on-site" Director by the DCFS Licensing regulations.
- Guide and facilitate activities of the children, including: daily activities, walking field trips, selecting and arranging equipment and materials in the classroom;



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- Cooperate with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children and their development;
- Maintain a comprehensive and ongoing portfolio assessment for each child, including observations in each area, and developmental assessment completed three times a year;
- Conduct home visits at least twice a year and two parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations;
- Participate and engage in school's special events
- Eat with and assist children in development of social and self-help skills, and sound nutritional practices;
- Guide children's acquisition of social skills;
- Attend staff training and meetings, and parent meetings as requested;
- Work with the Teacher Assistant, Teacher Aide, and volunteers to use and develop their skills and abilities in planning and carrying out classroom activities;
- Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored;
- Use the playground as an extension of the classroom; assures that the playground is safe;
- Assist in implementing an IFSP (Individual Family Service Plan) seeking clarification for any aspects that are not well understood;
- Assist in recruiting families for the program
- Write weekly observations per assessment procedure;
- Complete and submit required forms and records in a timely and accurate fashion, e.g., lesson plans, portfolio forms, assessment, time sheets, meal reports etc.;
- Actively assists in transition activities;
- Participate in reflective supervision;
- Actively participate in the development and implementation of a personal Professional Development Plan;
- Assure that files are complete, accurate, and confidentiality is maintained; and Set up and maintain an environment in the classroom that promotes learning . Accommodate children's interests and the need to scaffold learning by switching or rotating materials in learning centers on a regular basis.
- In cooperation with classroom team support children in performing routine duties such as toileting, hand washing, cleanup, and supervision of children at all times, including outdoor play.
- Meet with Supervisor, Family Engagement Specialist and team members on a regular basis; review classroom and child data, develop an action plan, support goal achievement through active collaboration
- Conduct parent teacher conferences twice a year and home visits twice a year.
- Maintain an inventory of classroom equipment and materials; acquire materials as needed Participate in team lesson planning with teaching team, Supervisor and Family Engagement using the Focused Teaching cycle to plan for each child and the classroom
- Engage in active supervision of children which requires focused attention and intentional observation of children at all times. Teachers position themselves so that they can observe all of the children: watching, counting, and listening at all times. They also use their knowledge of each child's development and abilities to anticipate what he/she will



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do, then get involved and redirect them when necessary. This constant vigilance helps children learn safely.

- Follow guidelines in the employee handbook, positive guidance and code of conduct
- **Perform other duties, as may be required**

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

**REQUIRED SKILLS/ABILITIES**

- Successful experience working in a team setting;
- Ability to work respectfully and cooperatively with a Teacher Assistant, assisting her/him in increasing professional knowledge and skills;
- Ability to present a positive image of the organization to members of the community;
- Ability to plan, organize and implement position responsibilities;
- Visual and auditory acuity within professionally determined normal ranges, or with corrections, if needed;
- Ability to work respectfully and cooperatively with a Teacher Assistant and Teacher Aide, assisting him/or her increasing knowledge and skills;
- Must be able to lift 55 pounds; including supporting children on and off changing tables.
- Must be able to use all physical and mental capacities in order to perform the job duties
- Must be able to participate in outdoor experiences with children; adverse weather conditions are taken into consideration by referencing the Child Care Weather Watch guidelines.
- Experience successfully working with a culturally diverse staff and clients

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Employee Signature

Date

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Print Name