



## Job Description

**Job Title:** Lead Teacher  
**Department:** Early Head Start  
**Reports To:** Infant/Toddler Specialist  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 1

**Summary:** Plan, organize, and implement instructional programs in the Early Head Start learning environment that guides and encourages students to develop and fulfill their academic potential.

### Essential Duties and Responsibilities:

- Responsible for operation of center on daily basis.
- Oversee compliance with operation and educational policies.
- Responsible to carry out daily activities of center and direct care of children.
- Plan, implement, and coordinate the daily childcare and developmental activities for children in the center or other designated areas.
- Train, supervise, and evaluate the performance of the Teacher and Transportation/Nutrition Aid.
- Assure individualized attention is provided to children according to their developmental levels.
- Consult with component specialists regarding special needs required services.
- Encourage and integrate parent participation into daily center activities and any other activities in which the children are involved (ex. feeding, diapering, health screenings).
- Schedule and participate in parent conferences to discuss the child's progress, needs, and to plan individualized activities.
- Conduct growth and developmental assessments of all infants and toddlers according to program schedule.
- Complete required number of home visits with parents/guardians of each child in the center.
- Review and approve timesheets of staff supervised.
- Keep accurate staff attendance records reporting absences to the central office daily.
- Assist Infant and Toddler Specialist in training, supervising, and evaluating the performance of Early Head Start staff.
- Maintain and submit all confidential files on each enrolled child.
- Keep all education material, toys, and supplies in good repair.
- Keep all play, rest, instructional areas, restrooms, and storage rooms clean and safe.
- Maintain and keep all required records and reports including meal forms and, if necessary, submit to the office by required deadlines.

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- Adhere to established procedures necessary to assure a minimum average daily attendance of 85% for program participants.
- Interact and communicate with teenage parents, pregnant teens, and families in a warm and caring manner.
- Develop consistent, stable and supportive relationships with infants and toddlers.
- Assist with transportation duties as necessary.
- Perform substitute duties as necessary.
- Attend trainings as needed.
- Perform other duties as assigned to enhance, improve, and accomplish the agencies mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

### **Supervisory Responsibilities:**

This position does have supervisory duties.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

### **Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Requires some computer skills including knowledge of Microsoft Word and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, organizational skills, and listening skills.

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**Education and/or Experience:**

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable.

Must have high school diploma or GED equivalent . Associate in Early Childhood Education with emphasis on infants and toddlers or related field with supervisory experience preferred, Child Development Associate (CDA) credential, required CDL with school bus and passenger endorsements, physical every two years, current DOT physical for CDL, initial tine test or a TB Risk Assessment, First Aid and CPR as necessary per Performance Standards, OSHA training, and food handler’s permit among other State and Federal requirements.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires prolonged periods of standing and walking throughout the classroom. Must be able to lift up to 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature

Date

Approved by Policy Council: July 29<sup>th</sup>, 2024

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