

# MountainHeart

## 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 all operational 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 Aide.
- Assure individualized attention is provided to children according to their developmental levels.
- Consult with component specialists regarding special needs, services needed and problems of the children and families.
- 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 access the infant/toddler's progress and problems, and to plan center activities.
- Conduct growth and developmental assessments of all infants and toddlers according to program schedule.
- Conduct required number of home visits with parents or guardians of each child assigned during the school year.
- 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 child enrolled.
- Keep all education materials, toys and supplies in good repair.
- Keep all play, rest, instructional areas, rest rooms, and storage rooms clean and safe on a daily basis.
- Maintain and keep all required records and reports including meal forms, if necessary to the office by designed deadlines.
- Adhere to established procedures necessary to assure a minimum Average Daily Attendance of 85% for program participants.
- Maintain confidentiality at all times.
- Ability to interact with teenage parents, and pregnant teens in a warm and caring manner.
- Ability to develop consistent, stable and supportive relationships with infants and toddlers.
- Assist with transportation duties as necessary.
- Perform substitute duties as necessary.
- Attending training as needed.
- Ability to communicate with families in a warm and caring manner.
- Other duties as assigned.

### Supervisory Responsibilities

This position does have supervisory responsibilities.

**Competencies**

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

- Quantity - Completes work in 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.

**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. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills with staff, parents, families, school personnel and community providers, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

**Education and/or Experience:**

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

Associate in Early Childhood Education with emphasis on infants and toddlers or related field with supervisory experience preferred, Child Development Associate (CDA) credential, CDL, physical annually and TB testing, First Aid and CPR as necessary per Performance Standards, OSHA training, 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 groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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Employee Signature

Date