

Position Description 204-25

TITLE: Lead Teacher- Early Education Program
DUTY HOURS: Support Staff position - 12 month position

Summary of Employment:

The Lead teacher must promote the development of each child's spiritual, physical, social, emotional, and cognitive development in a nurturing, Christ-like environment. The Lead Teacher works in collaboration with all other educators within the program and under the direct supervision of the onsite Early Childhood Director and SJS Principal, to provide sound instructional programs for all students, thus ensuring that all meet or exceed the State Core Curriculum Content Standards.

PROFESSIONAL RESPONSIBILITIES: The Lead Teacher shall:

- Treat matters of school business and student information in a confidential manner.
- Be punctual, trustworthy, cooperative, and work without direct supervision
- Work well and communicate effectively with parents, students, faculty and staff and assist them whenever possible / necessary
- Be self-initiating, possess excellent organizational skills, see things that need to be done and plan for them
- Organize and maintain accurate and complete student records
- Participate in team meetings and faculty meetings with the rest of the EEP staff.
- Model conflict resolution by communicating directly with individuals involved and collaborating to develop solutions
- Continue professional growth by attending courses, workshops, asking for feedback and reading professional literature (STARS).
- Demonstrate knowledge of ages and stages of development. Demonstrate flexibility and openness to new ideas in child care practices, and under the Director's guidance develop implementation plans.
- Consult and communicate regularly with parents and teachers, regularly sharing concerns and pertinent information with the Early Childhood Director and SJS Principal
- Comply with any other duties as assigned by the Early Childhood Director and SJS Principal.

Primary Teaching Duties: The Lead Teacher shall:

- Prepare developmentally appropriate daily/weekly/monthly lesson plans in collaboration with the Early Childhood Director and the SJS Principal
- Maintain child portfolios documenting development progress. Use portfolios to plan curriculum and to communicate with parents.
- Be responsible for the arrangement, appearance and learning environment of the classroom in collaboration with Teacher's Assistant.
- Fill in occasionally for other staff members, implementing their daily program to the greatest extent possible.

St. Joseph Elementary & Middle School

503 Edith Street, Missoula, MT 59801
(P) 406-549-1290 (F) 406-543-4034

Loyola Sacred Heart High School

320 Edith Street, Missoula, MT 59801
(P) 406-549-6101 (F) 406-542-1432

Loyola Sacred Heart Foundation

300 Edith Street, Missoula, MT 59801
(P) 406-728-2367 (F) 406-542-9900

REQUIREMENTS: The Lead Teacher shall:

- Have a love and willingness to serve children and their families. Support and cultivate a Christ-like environment that supports the EEP's mission.
- Familiarize yourself with the state licensing regulations regulating Child Care Centers, the operating policies and employee handbook of the Child Care Center and adhere to these regulations and policies.
- Early Childhood professionals are mandated reporters of suspected child abuse and neglect. Confer with supervisees when they express concerns in this area. Report all incidents of suspected child abuse or neglect to the Center Director and if warranted to the Department of Public Health and Human Services at 1-866-820-5437.
- In collaboration with Center Director, cooperate with DPHHS QAD Child Care licensing, MT CACFP, and the Child Care Resource and Referral Agency when they are monitoring, conducting on-site training or when they request records in accordance with state policy.
- Assume an equal share of the joint housekeeping tasks of the center. This includes maintaining cleanliness and sanitizing requirements of the areas used by children, and the storage room.
- Report all accidents or injuries involving children, staff, parents or visitors to the Center Director.
- Demonstrate outstanding written and oral communication and organizational skills.
- Must be at least 21 years of age.
- Meet federal as well as individual state requirements (i.e., TB test, physical, criminal background checks).
- Preferred educational requirements - related degree (Masters, Bachelors, or Associates) in Child Development, Early Childhood Education, Child and Family Studies or related field or Child Care Certificate or Credentials including STARS certification.
- A minimum of 1 year, verifiable experience in a licensed child care center or family day care home or supervised teaching practicum is preferred. Supervision of staff experience is preferred.
- Must be willing to obtain CPR and First Aid Certification within 3 months of employment.
- Demonstrate knowledge and ability to lead staff in implementing a developmentally appropriate curriculum.
- Must be computer literate (MS Office), and demonstrate the capacity to understand center financial duties.
- Demonstrate the social skills necessary to relate to a variety of people, remaining positive even under stressful situations.

THIS POSITION REPORTS TO: The Early Childhood Director on site and the SJS Principal

Employee

Signature of Receipt