



EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Lead Teacher
DEPARTMENT:	Early Education Program
CLASSIFICATION:	Nonexempt
REPORTS TO:	Director of Schools
SUPERVISORY RESPONSIBILITY:	Oversee classroom, teachers in room
POSITION TYPE AND EXPECTED HOURS OF WORK full time or part time typical work hours and shifts days of week overtime expectations	Full Time Work Hours: Days of Week: Overtime expected from time to time
REVIEWED/REVISED DATE:	September 2023

REQUIRED EDUCATION:
An earned bachelor's degree or higher from an Accredited institution in Preschool Education (Birth-Age 4) or Early Childhood Education.

REQUIRED LICENSE:
N/A

REQUIRED CERTIFICATIONS:
Certification of a National CDA and experience in group care of children less than six years of age. 45 DCF child care hours completed. CPR/First Aid for Infant through Adult.

REQUIRED WORK EXPERIENCE (YEARS):
One or more years of experience in a program for preschool children.

REQUIRED QUALIFICATIONS:
Demonstrate knowledge and understanding of early childhood education "Best Practices" in federal and/or state standards, and content-specific subject matter.
Provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence encouraged, and individuality respected.
Computer skills as required for the position.

JOB SUMMARY/PURPOSE (1325 Character Max):
To create and maintain a developmentally appropriate classroom atmosphere conducive to learning and to provide positive educational experiences for all students.



ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

ESSENTIAL JOB FUNCTION (1):
Plan, align, implement, evaluate, and individualize effective instruction and assessment in a variety of learning environments, including weekly developmentally appropriate lesson plans, and child portfolios.
ESSENTIAL JOB FUNCTION (2):
Use appropriate instructional strategies, books, and materials that reflect each student's culture, learning styles, special needs, and socio-economic background.
ESSENTIAL JOB FUNCTION (3):
Use appropriate techniques, strategies, books, and materials which promote and enhance critical, creative, and evaluative thinking capabilities of students.
ESSENTIAL JOB FUNCTION (4):
Use assessment strategies (traditional, authentic, and alternative) which are aligned with the curricula and standards to assist in the continuous development of the learner.
ESSENTIAL JOB FUNCTION (5):
Utilize data to inform instruction and meet the differentiated needs of the students.
ESSENTIAL JOB FUNCTION (6):
Use an understanding of learning and human development to provide a positive learning environment which supports the intellectual, personal, and social development of all students.
ESSENTIAL JOB FUNCTION (7):
Establish a classroom management system that maintains appropriate discipline and creates a positive learning environment in which students are actively engaged in learning, social interaction, cooperative learning, and self-motivation.
ESSENTIAL JOB FUNCTION (8):
Conduct parent conferences to help parents/families to become full partners in the education of their own children.
ESSENTIAL JOB FUNCTION (9):
Work with peers, parents, community, and other stakeholders in the continuous improvement of the educational experiences of students.
ESSENTIAL JOB FUNCTION (10):
Integrate appropriate technology in the teaching and learning processes.
ESSENTIAL JOB FUNCTION (11):
Use effective communication techniques with students, parents, and all other stakeholders.
ESSENTIAL JOB FUNCTION (12):
Treat students under their care kindly, considerately, and humanely, administering discipline in accordance with regulations of the state and Broward County Child Care Licensing, provided, that in no case shall cruel or inhuman punishment be administered to any child attending Jack and Jill Center.
ESSENTIAL JOB FUNCTION (13):
Assist students with personal cleanliness (including toileting), neatness, order, promptness and gentility of manners, avoid vulgarity and profanity and cultivate in them habits of industry and economy, a regard for the rights and feelings of others, and their own responsibilities and duties as citizens.



ESSENTIAL JOB FUNCTION (14):
 Attend conferences relating to education as may be required by law, by the Department of Education, Florida Department of Children and Families or by Jack & Jill Center, including 45 hours, and 12 hours of annual in-service, FCCPC, TEACH needs, infant, toddler, first aid CPR. etc.

MARGINAL JOB FUNCTIONS

These are non-essential job functions.

- MARGINAL JOB FUNCTION (1):**
 Keep records and prepare and submit reports as may be required by law, by regulations of the state, Broward County Child Care Licensing, or Jack & Jill Center.
- MARGINAL JOB FUNCTION (2):**
 See that the school building, and all things pertaining thereto, are not unnecessarily defaced or injured.
- MARGINAL JOB FUNCTION (3):**
 Engage in planned, quality professional development and continuous improvement for self and school.
- MARGINAL JOB FUNCTION (4):**
 Give instructions in and hold, under the direction of the Director of Early Education, such fire and emergency drills as may be prescribed by law, by regulations of the state/local county licensing and as otherwise may be deemed necessary.

ADA CRITERIA

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one's feet in an upright position at a work station without moving about.			N/A	N/A
Sitting	Remaining in a seated position.			N/A	N/A
Walking	To move about on foot or traverse work area.			N/A	N/A
Pushing/Pulling	May include office drawers, carts.		N/A		
Lifting	Raising or lowering an object from one level to another.		N/A	N/A	
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder.		N/A		

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.	
Kneeling	To bear weight on one or both knees.	
Crawling	To move freely on hands and knees.	
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.	
Climb Stair	To go up or ascend, by using the hands and feet or feet only.	
Climb ladder	To go up or ascend, by using the hands and feet or feet only.	
Driving	Operate a motorized vehicle.	
Reaching Overhead	To touch or grasp by extending a part of the body such as a hand).	
Hand: Grasping	To seize and hold one or more objects in one's hand(s). To work with the hands in placing/turning motions.	
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them. To comprehend language.	
Speaking/Talking	Ability to express or communicated by voice words and ideas to others.	
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.	
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.	
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.	

WORK ENVIRONMENT AND TRAVEL - work environment; temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job; along with the percentage of travel time expected for the position.

ENVIROMENTAL CONTITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	
Latex	
Extreme noise (interferes with normal conversation)	
Wet or humid conditions (non-weather)	
Extreme heat (non-weather)	
Extreme cold (non-weather)	
Hazardous waste	
Fumes or airborne particles	
Toxic or caustic chemicals	
Risk of radiation	



Risk of electrical shock	
Work near moving mechanical parts	
Vibration	
Work in high, precarious places	
Grease or oil	
Outdoor weather conditions	

EEO STATEMENT

Jack and Jill Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director _____ HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____