

## **Lead Teacher**

### **Company Description**

Kid-Tastic is a growing program in early childhood education and we're looking to expand our team to support our mission and satisfy the emerging needs of families in our communities.

Our employment standards have been developed to support the overall success of this program. We firmly believe in the power of diversity and creativity, and have garnered a culture based around compassion, understanding and a love for helping families. Our employees are successful through gaining; quality education, meaningful experiences, financial stability and praise. We encourage employees to exemplify pride and accept a sense of ownership in their role and for this reason and many others, our team continues to excel as the company continues to grow.

### **Lead Teacher or Co-Teacher**

We are actively seeking qualified candidates for a full-time position as a Lead Teacher. Our Lead Teachers are the pinnacle of our program. They hold the keys to unlocking the minds of every child they encounter. At Kid-Tastic, Lead Teachers are prominent in the classroom and ensures that the individual growth and development of each child is a top priority.

This position requires a strong candidate with 5 or more years of experience in general or early childhood education as a teacher. Any candidates applying should be well rounded in developing and implementing quality programming, including lesson plans and curriculums, age-appropriate activities and mind-opening experiences.

Lead Teachers are responsible for fully managing the day-to-day functionality of their classrooms with assistance from Care Associates. This position is stationary and will not be required to change rooms unexpectedly, which allows Lead Teachers to focus on providing their children and parents with consistent services. This role reports directly to the Director/Administrator/CEO, Operations Manager and Staff Supervisors.

This individual should have the following skills and qualifications:

#### **\*Must meet all State of Wisconsin certification requirements:**

- Introduction to Child Care Profession
- Fundamentals of Infant & Toddler Care/EC1
- Skills and Strategies for the Child Care Teacher/ EC2
- CPR and/or AED
- Pass both State & Federal Background checks

#### **\*Experience**

- Registry Level 10-15 (Active and up-to date)
- Years of experience: 5+ yrs (verified)
- 3-5 professional references (verified)

**\*\*Candidates MUST:**

- Prove to have a solid track record as a lead teacher in programs deemed Level 3 or higher through Youngstar/Accredited Agencies (including MPS, Charter, Privet school etc.)
- Exemplify some management skills and accept full responsibility for classroom upkeep
- Be a leader in the program and willing to offer knowledge, wisdom and share experiences with other team members
- Be present for all new hire training and pass the exit exam
- Share a love for children and believe in the power of early childhood education
- Be committed to offering a long term presence as a lead teacher
- Be eager to learn and willing to progress quickly
- Have the ability to take initiative to complete own daily responsibilities
- Sustain full and effective communication with all team members
- Be reliable, trustworthy, patient and responsible
- Have the ability to shift gears and adjust accordingly
- Have the ability to quickly learn changes to routines, new systems, and adapt
- Be open to working with children that have unique abilities
- Be a highly patient individual and extremely understanding
- Be mentally and physically able to care for young children
- Be knowledgeable of how to use email, copy machines, internet and applications
- Be familiar with Microsoft Word, Microsoft Powerpoint, Microsoft Excel and Office
- Be attentive and alert to avoid incident or injury to children
- Be willing to dedicate one Saturday per month to staff meetings
- Attend all mandatory meetings and training sessions
- Be able to lift 20-30lbs

**\*\*Responsibilities include:**

- Leading the classroom with consistent day-to-day routines.
- Establishing classroom goals, and maintain a progressive curriculum.
- Evaluate every child and ensure that each receives quality attention.
- Building positive impressions and lasting trust amongst all children enrolled in the center.
- Diaper changing (depending on age group and ability)
- Goal setting and tracking each child's progress
- Managing ratios and communicating a need for support
- On-board new children and become acquainted with parents/guardians
- Contribute to monthly newsletters and memos
- Plan and prepare for field trips and other extracurricular activities
- Maintain classroom upkeep and full compliance with health and safety laws
- Familiarization with all accreditation standards and maintain full compliance

- Maintain thorough records for attendance and tracking
- Establishing a personable relationship with families
- Developing and maintaining a solid system for communicating with families regularly
- Maintain superb customer courtesy
- Participate in staff meetings and mandatory trainings
- Conduct parent-teacher conferences, and maintain portfolios for every child
- Meet with Director for Monthly update meetings
- Dedicate one day per month to staff meetings
- Participate in all mandatory trainings and meetings
- Assist supervisors with on-boarding new teachers into the classroom
- Daily use of management software and other computer tools for completing the necessary tasks
- Mandated reporting
- Maintain professionalism at all times, especially amongst peers

\*\*Other responsibilities may include:

- Acknowledge and comply with How to Prevent SIDS and SBS
- Communicate with parents via phone, memo, email, etc
- Open and close of the classrooms daily
- Tracking and recording daily attendance of combined classrooms
- Reviewing child forms for dates and accuracy
- Administer medication with proper authorization
- Log Incidents and injuries
- Prepare/distribute snacks and meals
- Manage daily tasks and established routines
- Organize activities, supplies and curriculums
- Update and prepare parent boards, teacher boards, birthday boards, etc.
- Ability to engage children in pre-planned activities, follow lesson plans and activities
- Meet frequently with leadership to share experiences and ideas that will aid in maintaining better functionality
- Maintain proper sanitization and cleanliness throughout the center
- Participate in Continuing Education & Training

\*\*Position offers:

Hourly Rate Negotiable

Schedule: 8:00AM-4:00PM Monday thru Friday (35-40 hrs/wk)

Benefits include: Medical, Dental, 401k, PTO/Vacation and Annual Bonus

Additional: Short-term/long term absence, accident coverage and maternity leave