

# Early Childhood Education at Georgetown Community School

## POSITION DESCRIPTION

POSITION: Lead Teacher

REPORTS TO: Early Childhood Education Director

The individual in this position is responsible for planning and conducting developmentally appropriate care and education for children, working with parents/the community, and participating in staff planning and decision making. The ECE Program is part of the GCS Elementary Charter School and serves children from 2.5 to 5 years.

### *Qualifications:*

*The individual in this position understands child development and demonstrates a concern for the proper care and well-being of the children. This person can interact effectively with families and children as well as the ability to work cooperatively with other staff members. This person must be at least 18 years of age and meet state licensing requirements for a lead teacher. Professional experience working in a classroom setting with young children. Must be able to lift 35 pounds. CPR and First Aide certification preferred. Must pass background check and fingerprinting.*

### *Responsibilities/Duties will include, but are not limited to:*

- Planning and implementing learning activities that are both preplanned and responsive to the spontaneous initiatives of young children.
- Demonstrated knowledge of developmentally appropriate practices (DAP)
- Ensuring a physically safe and healthy learning environment which meets the goals of the program.
- Promotes and fosters each child's positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional, and cognitive growth.
- Experience with various classroom management techniques.
- Assists children with personal care activities to include toileting, feeding and cleanliness needs in relation to age/stage of development.
- Completing required assessments using Teaching Strategies GOLD and ASQ's.
- Complete 15 hours of ongoing trainings a year.
- Ensuring daily attendance and health logs are maintained.
- Conduct conferences with parents/guardians to notify parents of their children's academic, emotional, and social progress.
- Attending and participate in staff meetings, training sessions, and planning activities.
- Adheres to all established policies, procedures, and code of ethics.
- Assisting in public relations events sponsored by the school.
- Maintaining regular attendance and punctuality.
- Maintaining confidentiality.
- Providing for the supervision of children.
- Complete required yearly trainings by state of Colorado Human Services.
- Completing other tasks as requested.