Children’s Center at Caltech Job Description: Lead Teacher

Reports to: Science Curriculum Coordinator and Director

An integral part of the operations at the Children’s Center is that everyone works together as a team, contributing to the development of the children and the Center. The Lead Teacher has ultimate responsibility in each group.

Requirements

- Typically a Bachelor’s Degree in Early Childhood Education or related field.
  Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes
- Plus 6 Administration units
- Plus 2 Adult supervision units
- Hold or be eligible for a Child Development Permit “Master Teacher” classification
- Three years of experience working with young children
- Demonstrated leadership and management experience

Responsibilities

- Accepts responsibility for classroom operation
- Maintains adequate supervision of children at all times
- Through observation and with use of child development expertise, develops and implements a stimulating learning environment, consistent with the philosophy of the Center, that meets children’s individual needs, including social, emotional, cognitive, physical and creative development
- Conducts ongoing assessments of children’s growth and development
- Supervises, directs, and coordinates staff and volunteers
- Mentors staff and volunteers through role modeling, explanation of child development principles as they relate to children’s behavior and through constructive support and feedback
- Conducts weekly team meetings to provide ongoing discussions concerning children’s progress and behavior
- Promotes and maintains a sense of teamwork with staff; effective facilitation of group problem-solving
- Is responsive to staff needs and concerns
- Provides feedback on staff progress through regular staff assessments, assists staff in setting goals, as needed
- Orient new families to the program in cooperation with the Director
- Displays a general positive attitude toward other adults
- Respects rights and teaching techniques of others in the team; accepts individual differences
- Refrains from unprofessional behavior such as non-productive gossiping; maintains confidentiality
- Follows through on assigned and self-initiated tasks
General Job Expectations

- TB Skin Test Verification
- Current CPR Certified
- 1 site visit
- Attend no less than 10 all center professional growth workshops
- Attend CCC staff retreats and/or annual child development conference
- Accident Prevention Program (APP) Training

In Addition, the Leads will

- Attend and facilitate the Back to School Night
- Plan and execute one Parent Education Meeting
- Plan and implement one Work Saturday