



## **JOB DESCRIPTION | LEAD TEACHER**

FULL-TIME POSITION

HOURS: MONDAY-FRIDAY 8:00 AM-4:30 PM

REPORT TO **PEDAGOGISTA | PROGRAM COORDINATOR AND DIRECTOR | SITE SUPERVISOR**

### **WHO YOU ARE:**

An experienced and passionate early childhood educator looking to set down roots and bring your passions and interests to a progressive preschool program that emphasizes community, collaboration, and inquiry. You will collaborate with the rest of the RES teaching team to create an Emergent and Constructivist curriculum. You will partner with a mixed-age group of children and their parents, providing strong daily communication and documentation. Teachers will also work with our Pedagogista and Program Coordinator to document children's learning processes, conduct teacher research, and track each child's individual needs and growth. As our curriculum is created by the RES Team, a reflective, creative, enthusiastic, and thoughtful professional is essential. We have a strong leadership team to support each teacher's professional development.

## **ESSENTIAL RESPONSIBILITIES AND DUTIES**

### **TEACHING AND CURRICULUM**

- Ensure the health, safety, and wellbeing of all children in the program.
- Create an engaging, and safe learning environment.
- Work with the Pedagogista to develop schedules and routines to ensure adequate physical activity, rest, and playtime.
- Assist Friends in the nap room.
- Assist in transitional toilet learning.
- Assist Friends during mealtimes.
- Lead Morning Circle Time and group discussions on occasion
- Nurture the "whole" child in each child's physical, social-emotional, intellectual growth and development.
- Work with your team to plan and implement an emergent curriculum incorporating developmentally appropriate practices and the RES Philosophy.
- Monitor growth and development through documentation and communicate progress and/or concerns with Pedagogista and parents via procare.
- Supervise daily activities, meal times, community walks, and school outings.
- Work with team and Pedagogista to set up daily intentional and inspirational provocations that incorporate multiple elements (food, art, imagery, nature, sensory, literature, etc.) to create a complex environment and invitation-to-explore, rich in possibility.



## **ADMINISTRATION AND CLASSROOM**

- Maintain a safe, healthy, and clean learning environment.
- Maintain attendance and injury records through procare + RES health and safety forms
- Maintain storage, organization, and cleanliness of classroom materials and equipment.
- Take a monthly inventory of classroom supplies and materials and communicate needs for materials and supplies to supervisors.
- Work with the team to maintain sign-in/sign-out log, food log, nap log, diaper log, opening and closing checklists, first-aid kit, earthquake kit, and fire drills.
- We believe the environment has the ability to act as the "Third Teacher" if it is properly cultivated. Our environment is ever-changing and evolving, based on the interests and needs of the Friends. The Lead Teacher will work with the team and Pedagogista to cultivate this environment daily, as well as during our monthly in-service days.

## **COMMUNICATION AND COMMUNITY**

- Communicate regularly with the Pedagogista and Director.
- Partner with all community parents and strengthen that bond through daily communication and procare.
- Participate in and prepare for Parent-Teacher Conferences.
- Attend school-wide events, such as community parties, picnics, parent meetings, other special events.

## **RES TEAM COLLABORATION AND PROFESSIONAL DEVELOPMENT**

- Participate in regular staff meetings and professional development.
- Work with the team to problem-solve classroom and school challenges, as needed.
- Work towards increasing knowledge and abilities in the field of early childhood education and related topics through attendance at workshops and courses, reading books or periodicals, or other means.
- Work with the team and Pedagogista to create ongoing documentation for display and take-home.



## **QUALIFICATIONS AND SKILLS REQUIRED:**

- You must hold a minimum of a BA/BS from an accredited university or college, preferably in the field of Early Childhood Education, Childhood Development, or a related field
- Minimum of 24 Early Childhood Education (ECE) semester units
- Hold a current Teacher or Master Teacher Permit from California Commission on Teacher Credentialing (CTC)
- Minimum of two (2) years experience at a licensed child care center, preferably a school with Reggio Emilia-inspired or emergent-based curriculum
- CPR, First Aid & Preventative Health Training Certifications
- Mandated Reporter Training Certification
- Experience coordinating or leading a classroom or program.
- Experience with toilet transitional learning and be comfortable managing young children's bathroom needs.
- Must demonstrate experience and interest in working with young children and parents.
- Must demonstrate a strong knowledge of appropriate practices in early childhood development.
- Must demonstrate success in working as a member of a team.
- Excellent written and verbal communication skills
- Knowledge of, and respect, for the rules and regulations of River East School, LLC including the Employee Handbook and the ability to abide by them.

## **MUST BE ABLE TO PROVIDE:**

- Current TB test
- Proof of immunity against Pertussis, Measles, and the Flu
- A background check and fingerprint clearance, as required by the Department of Social Services
- Pediatric CPR and First Aid certification

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

This position requires the candidate to care for children's physical needs consistently. Candidates must interact with children on their level; frequent bending, squatting, and playing on the floor are expected. Candidate must be able to lift 30 pounds. Candidate must remain alert and productive.