

## **CITY OF EMERYVILLE/MESA**

**Created:** March 2016  
**TITLE:** Lead Teacher  
**FLSA:** NON-EXEMPT  
**Class Code:** 1695

### **LEAD TEACHER**

#### **DEFINITION:**

Under direction of the Child Development Center Management, this position performs a variety of duties in the efficient and effective operation of a child development center classroom; implements Creative Curriculum and activities in a team-oriented environment consistent with the State Department of Education and Community Care Licensing rules and regulations; and performs related duties as required. Lead Teacher is also responsible for assuring compliance with codes of all State and local governing contracting agencies; and works collegially with other staff members of the Child Development Center.

#### **DISTINGUISHING CHARACTERISTICS:**

This is the lead-level classification in the Teacher series. Incumbents in this classification are responsible for maintaining all Community Care Licensing Regulations. This class in the Teacher series is distinguished from the Teacher, which is a journey-level classification and the Child Development Center Manager classification which responsible for the overall direction of the Child Development Program. It is further distinguished from the Teacher position by the number of applicable educational units and permits earned and relevant child development experience. The incumbent receives direction from the Child Development Center Management. Work is performed in a team environment where the work is shared to better facilitate the learning of the children.

**Duties and Responsibilities:** Duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Responsible for maintaining all Community Care Licensing Regulations.

Ensures classrooms are Title 22 compliant.

Supports the application of ECDC philosophies, standards, and expectations.

Manages classroom operations.

Facilitates team meetings focused on children's needs; provides guidance to ensure that primary caregivers understand individual children's needs; and sets appropriate goals and developmental targets.

Leads/facilitates team meetings to prepare lesson plans, complete DRDPs, schedule parent

conferences, assign outside zone supervision, etc.

Ensures that all center and state reports are completed in a timely manner.

Provides functional training, coaching and guidance to staff, substitutes, and volunteers assigned to classrooms as needed.

Reports all staffing and classroom concerns to supervisor in a timely manner.

Meets with administration as a key leadership team member.

Encourages and maintains good relationships with other staff, management, consultants, children and parents; attends and coordinates staff meetings and trainings. Plans, coordinates, and attends periodical parent conferences to discuss children's developmental progress, needs and interests

Liaises with children's families to ensure smooth transition from home to child care setting and transitions from classroom to classroom when needed.

Assists families with children's transitions from toddler to preschool and from preschool to kindergarten.

Assists in annual evaluation of co-workers and/or subordinate staff.

Maintains educational standards as required by the State Department of Education, Community Care Licensing and the City of Emeryville.

Completes the Desired Results Developmental Profile

Attends and actively participates in staff meetings and trainings.

Performs other duties as assigned.

### **QUALIFICATIONS:**

**Knowledge of** current child development practices in accordance with the State Department of Education and Community Care Licensing guidelines; rules regulations and statutes regarding child safety; effective methods of child assessment and evaluation; correct English usage including spelling, grammar and punctuation; acceptable methods of child care; methods and practices of child assessment; various stages of child development; effective methods of building positive relationships with children, staff and parents; rules, regulations and statutes governing the operation of a Child Development Center.

**Ability to** implement current child development practices in accordance with State Department

of Education and Community Care Licensing guidelines; prepare lesson plans and daily activity schedules which facilitate and stimulate child learning; communicate effectively, both in writing and verbally; motivate staff to work as part of a team in a culturally diverse environment; direct the activities of children of varying ages from infancy to pre-school; deal with children in distress and/or are uncooperative; implement program goals; direct and provide input regarding the performance of subordinate staff; work effectively with those contacted in the course of the work including children, parents, staff, management and consultants; follow oral and written instructions; perform the physical duties of the job.

**EDUCATION/EXPERIENCE:**

Any combination of education and training that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

An Associate's of Arts or Bachelor's degree in Early Childhood Education or related field and a Teacher Permit (or higher level permit) issued by the State of California and three years of relevant child development experience and supervision in a center-based setting; OR

Twenty-four (24) units of Early Childhood Development units and three years of relevant child development experience and supervision in a center-based setting. All necessary and required documentation must be current as required by the Department of Education, Community Care Licensing and the City of Emeryville. A Teacher Permit is required for this position and must be either possessed by the candidate at the time of application or obtained and be presented to the Manager prior to the end of the probationary period.

Teachers must either have at the time of application or complete at least three units in infant and toddler courses within the probationary period. Failure to complete these units successfully and to obtain and present a Teachers Permit by the end of the probationary period will result in release from probationary status.

**Special Requirements:**

Must be sufficiently physically active in order to monitor and participate in children games and exercise activities; stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, lift up to 50 lbs. while monitoring children; sit on the floor while working with infants, toddlers, and children; carry and bottle feed infants/toddlers; grasp and manipulate items such as writing utensils; and sufficiently patient to care for children in distress and/or who are being uncooperative.

Must have the ability to meet the re-education provisions of the State Department of Education.