**SOUTH TABLE MOUNTAIN PRESCHOOL**

**LEAD TEACHER**

**JOB DESCRIPTION**

**Qualifications:**

* Must meet basic requirements for Lead Teacher as stated in the Colorado Department of Human Services- Office of Early Childhood Rules Regulating Child Care Centers.
* Ability to relate positively with young children in a mature and responsible manner.
* Previous teaching, assistant teacher or classroom experience with a quality preschool, childcare center or church nursery is preferred.
* Certification or degree related to early childhood, preschool or elementary education is desirable, but not mandatory.
* Knowledge as a parent or from previous work experience of the social, emotional and creative needs of young children.
* Passes Federal and State Criminal Background checks, as well as TRAILS-Child Abuse and Neglect Background Check and Sex Offender Background Check.

**Responsibilities:**

* Is responsible for the overall supervision and daily class functions of a class of children.
* Assesses each child’s developmental needs on an ongoing basis.
* Submits timely lesson plans and implements the approved lesson plans and daily classroom schedule using the **STMP** curriculum outlines and materials.
* Plans with the director all required parent-teacher conferences and student evaluations.
* Provides an attractive, well-kept classroom that encourages creativity, exploration and decision-making by the children.
* Ensures that all class bulletin boards are current and provides the families with an overview of the material taught.
* Provides the children with verbal praise and acceptance while providing clear and consistent expectations for the children’s behavior.
* Accepts responsibility for maintenance and necessary housekeeping duties of the classroom, common use areas and playground.
* Assists and coordinates snacks, meals, naptime and bathroom activities.
* Is familiar with and knowledgeable of the **STMP** Policies and Procedures.
* Maintains the **STMP** professional attitude and work behavior.
* Attends all required staff meetings, workshops and/or school functions as determined by the Director.
* Observes all rules and regulations of **STMP** and the local, state, or federal regulatory agencies pertaining to the health, safety and care of children.
* Maintains a professional personal appearance.
* Assists in other capacities as determined by the Director.
* Follows the schedule as determined by the Director.

**Upon Employment:**

* Submit an Employee Health form, signed and dated by your physician, that you are healthy and able to perform the essential functions of the job of a teacher of young children.
* Complete basic First Aid/CPR Training, Standard Precautions (Annually).
* Complete all required one-time, annual and Continuing Education classes and trainings throughout the year.
* The position of **TEACHER ASSISTANT** may be regarded as training for a **STMP** teacher position.

**Reporting Relationship:**

* A lead teacher reports directly to the **STMP** Director.