



## **Job Description: Lead Teacher**

The Classroom Teacher will be responsible and accountable for:

- Completing age and developmentally appropriate lesson plans for the age group intended
- Handing in lesson plans by the weekly deadline, currently 3:00 pm every Friday for the following week
- Consistently using developmentally appropriate practices within the classroom
- Completing Registry certification
- Promoting exploration and play, while fostering the children's need for guidance and interaction with adults
- Following ECP policies for written communication with parents/guardians as well as administrative staff
- Portraying the positive role model children need to have in their everyday lives
- Keeping the atmosphere positive at all times
- Maintaining objectivity and flexibility to review the need for environmental and educational changes at all times
- Speaking WITH children, not AT them, always being at their level
- Promoting cooperation and teamwork with children and adults
- Listening, as well as hearing, the children
- Recognizing each child's needs and accommodating for them, planned (and unplanned) activities, so each child can reach their highest level of achievement
- Keeping the atmosphere filled with smiles, love, humor, and respect
- Respecting all children, families, co-workers, administrative staff, volunteers, and visitors
- Spending quality time with each child, each day
- Being flexible
- Speaking positively to all children, families, and co-workers
- Assessing each child's development as is outlined for the respective age group
- Keeping a clean environment
- Remembering to keep the environment warm and child friendly
- Having reports of the children's activities available to all parents DAILY
- Maintaining attendance grids, they must be up to date at all times throughout the day
- Putting forth one's best effort at all times
- Being punctual and ready to work while at work
- Being trustworthy
- Exercising and maintaining strictest confidentiality at all times and in all situations, both on and off the clock
- Participating in the required continuing education as required by State of Wisconsin
- Adhering to professional guidelines at all times
- Adhering strictly to the dress code policies
- Always remembering that you are viewed as a professional, early childhood educator, not "babysitters"

You, as a teacher of ECP Inc. are valued beyond words. Expectations are here to not only help ECP to be a valued part of society, but also to make a difference in the life of a child. Always come to work with a love and new found appreciation for all of our children, from the youngest infant to the oldest preteen.

Remember to teach in love and respect, and love and respect will be given back to you from the children and staff. Always represent ECP as a positive establishment, whether as a paid employee or out in society. Someday, a child may come back to you when they are older and remind you of some way you changed their life. Let it be for the better. Thrive to be positive, loving, caring, respectful, and the best representative of ECP that you can be.

**Special Note:**

The requirements of the position will call for frequent walking, standing, stooping, bending, reaching, kneeling, squatting, lifting, and carrying children of different weights and sizes (up through 100+ pounds). Ages of children can range from six weeks through 5 years of age.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_