



POSITION DESCRIPTION ALBERT LEA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Tiger Cub Child Care Center Lead Teacher	Department: Community Education	Bargaining Unit: Community Ed Service Staff
Immediate Supervisor: Child Care Center Director	Comparable Worth Rank: TBD	FLSA Status: Non-Exempt

Job Summary:

Lead Teachers are enthusiastic, dedicated individuals that lead Tiger Cub Child Care, the infant and toddler child care program located at Brookside Education Center. Lead Teachers plan and carry out a daily program/curriculum designed to meet the appropriate physical and developmental needs of a diverse group of children. They work as the leader of a team, effectively supervising program assistants and aides, being sensitive to the needs of individual children and relating in a positive and appropriate manner to both children and adults.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES: (Illustrative Duties and Responsibilities)

- Maintain an attractive, developmentally appropriate and safe learning environment in accordance to recommendations outlined in DHS Rule 3 State Guidelines. Provide consistent observation of safety and health issues concerning children and staff.
- Establish a warm, caring environment through the use of age appropriate direct and indirect, positive guidance techniques
- Plan and implement curriculum areas (activity areas are outlined in State Guidelines, MNAEYC, & MNSACA). Establish routine that encourages a child's independence in individual, small and large group settings.
- Establish positive and friendly relationships with parents/guardians, providing them updated information on a regular basis. Direct concerns to the Program Supervisor and/or Child Care Center Director, as appropriate.
- Maintain accurate family records. Notify the supervisor immediately of any changes in student status.
- Supervise, coach, evaluate assistant/aide team. Perform job evaluations of team members.
- Model appropriate language, dress, behavior, guidance and activity participation/preparation
- Attend staff meetings; conduct classroom-based meetings on a regular basis to share information from supervisor staff meetings.
- Work non-school day sessions. Plan, communicate and implement activities for the non-school days.



- Participate in District sponsored training when available/required and pursue additional training opportunities. Maintain First Aid and CPR certification.
- Report suspected abuse or neglect to the Program Supervisor as well as the Child Protection Services Department of the county where the child resides.
- Prompt, regular and reliable attendance
- Other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

**REQUIRED EDUCATION/TRAINING
(choose one)**

DEGREE INFORMATION:

Type of degree: (B.S., M.A., etc.)

Less than high school diploma

High school diploma required as well as additional college coursework.

Please see DHS Teacher requirements for more information.

X High school diploma or GED.

Major field of study or degree emphasis:

1 year college

2 years college

3 years college

4 years college

1st year graduate level

2nd year graduate level

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Competency in performing computer functions including the use of e-mail, internet & Microsoft products
- Ability to communicate with students, parents, co-workers, supervisors and the community in a positive and responsive way consistently welcoming and enhancing effective work relationships.
- Demonstrates an appreciation of diversity in all interactions and job functions.
- Knowledge of child development fundamentals and concepts.
- Knowledge of problem solving and conflict resolution techniques.
- Knowledge of behavioral management strategies, crisis intervention and methods.
- Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.

Required Work Experience in Addition to Formal Education/Training:

Please see DHS Teacher requirements for more information.

NETSTUDY 2.0 Criminal background check must be acceptable

LICENSE/ CERTIFICATION	Identify licenses/certification required: Must be able to be Child Care Center Lead Teacher qualified following the MN Department of Human Services Rule 3 Licensing guidelines. Requires a valid State of Minnesota Drivers License; Current First Aid and CPR certification (must be maintained throughout employment).
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Skill in supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors. • Skilled adapting lesson plans to the individual needs of students to facilitate their learning and to assist them in meeting any individual learning plans and objectives. • Applying rules, instructions and stated policies, procedures and IEP plans. • Developing a rapport with children and explaining concepts in a simple and understandable manner. • Using basic office equipment. • Writing routine correspondence, routine reports, memos, documents, charts or other materials. • Establishing a rapport with student(s). • Effectively presenting information in 1:1 and/or small group situation to students, parents, staff or other employees concerning district/program routines, policies, rules, learning principles, concepts and other lesson plans.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk			X		Up to 25 lbs				X
Sit			X		Up to 50 lbs				X
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance			X						
Stoop, kneel, crouch or crawl				X					
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Must be able to lift/push/pull up to 50 lbs., repetitive bending and twisting at the waist, ability to repeatedly get up and down from a seated position on the floor, ability to stand/walk for entirety of shift if necessary, ability to run, must be stable on your feet.

Physical requirements associated with the position can be best summarized as follows:

Physical requirements of the classification will vary across educational assistant positions due to the individual needs of students, programs of assignment, and the like. Individual positions will have to be assessed on the merits of position at any point in time. The physical requirement outlined below is representative of the broad classification, as a whole.

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Duties are generally performed in a typical classroom and or resource room settings where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact, verbal outbursts, physical aggression, exposure to body fluids and the like.</p>
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SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History:</p> <p>Prepared 10/2020 by BCC</p>	<p>Date Board Adopted:_____</p>