



ECEAP LEAD TEACHER

Duties and responsibilities:

- Construct a daily schedule of classroom routines and experiences;
- Prepare and implement activity plans consistent with Puget Sound Educational Service District ECEAP curriculum and ECEAP Performance Standards;
- Involve the assistant teacher in planning, curriculum development, and classroom experiences;
- Recruit and train volunteers in the classroom;
- Maintain a safe and healthy environment and supervise children in the classroom, outdoor spaces, and on field trips;
- Interact positively with all children to support their individual learning and emotional needs;
- Use web-based computer program to conduct ongoing assessment of individual children, including written observations, work samples, and development check list;
- Develop individual learning plans for each child;
- Coordinate and perform sensory and developmental screenings within deadlines set by Federal Performance Standards;
- Develop an individual health summary plan and implement child health plans for children as needed;
- Review immunization status and physical and dental exams of each child to assure compliance with Head Start Standards;
- Participate as a team member in interdisciplinary planning for children and families, and other cross- component coordination efforts;
- Attend pre-service and staff in-service trainings;
- Utilize computer information and reports for tracking and planning purposes.
- Conduct/attend supplementary meetings including Professional Learning Community (PLC) with site team;
- Maintain complete and confidential written records for each child/family.
- Communicate regularly and respectfully with families and involve them in the program;
- Meet with families as they enter the program to review health, dental, nutrition, and developmental information;
- Conduct two family home visits and two conferences per year to mutually discuss developmental progress and physical well-being of the child;
- Provide appropriate referrals and follow-up to assist families;
- Participate in, encourage, and support family engagement in all aspects of the program;
- Other duties and responsibilities as assigned.

Requirements:

- AA/BA/MA in Early Childhood Education or AA/BA/MA in related field plus 18 credits in Early Childhood Education or AA/BA/MA in any field plus 25 credits in Early Childhood Education;
- Must provide transcripts with application;
- Must hold a first aid card and a valid food handler's permit.

**ONLY COMPLETED ONLINE APPLICATIONS WILL BE
ACCEPTED FOR THIS POSITION.**

AUBURN SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER