



TOPPENISH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Lead Teacher

IMMEDIATE SUPERVISOR: Preschool Director

WORK DAYS: 180

HOURS PER DAY: 8

BARGAINING UNIT: Non-Union

DEFINITION OF POSITION:

Teach pre-school children in a team environment classroom, laying the foundation for them to be successful and prepared when they enter kindergarten. Will work with the children and families and other team members to ensure children's welfare and education are the highest priority and that children are always treated positively, appropriately and nurtured, taking into consideration their individual interests, temperaments, cultural backgrounds and learning styles. Participate in the development of Individual Education Plan (I.E.P.) and Individual Family Service Plans (IFSP).

TYPICAL WORK:

1. AA in Early Childhood Education or an AA in a related field and coursework equivalent to a major relating to early childhood education.
2. Completion of two years or more of direct preschool teaching work experience within the past five years.
3. Valid driver's license and have reliable transportation and required auto insurance.
4. Ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted, and culturally diverse populations.
5. Ability to apply Early Childhood Development theory in daily classroom activities, and adapt to the individual needs of children.
6. Demonstrated effective oral and written communication skills, ability to work very closely with other team members, ability to grasp a team-centered approach to delivery of services for children and families
7. Bilingual (English/Spanish) preferred.
8. Have current First Aid/CPR card, Food Handler's card and HIV Certificate or be willing to obtain within 60 days of employment.
9. Demonstrated effective oral and written communication skills, ability to provide leadership to team members, ability to grasp a team-centered approach to delivery of services for children and families.
10. Assigning, instructing, directing, coaching, checking and giving feedback to classroom staff.
11. Basic computer proficiency preferred.
12. Uphold TSD Board Policies, follow administrative procedures, adhere to the code of professional Conduct and enforce school rules.

ESSENTIAL REQUIRMENTS:

1. Ensure that the educational environment is developmentally and linguistically appropriate; recognizing that children have individual rates of development as well as individual interests, temperaments, cultural backgrounds, and learning styles.

2. Ensures that the team carries out a holistic integrative approach to ECEAP Performance Standards Requirements during classroom sessions.
3. Always work in accordance with ECDAP Performance Standards and within Toppenish School District Work Plan.
4. Ensure that follow-up actions are completed by specified time periods, arranging for and/or providing the support necessary to reach compliance.
5. Perform regular sanitation/cleaning of the classroom and teacher work room, as required.
6. Curriculum and implementation duties:
 - a. Plan and implement classroom activities as the lead teacher for one class session; includes the ability to assign and direct staff's work, provide feedback, and to develop staff, parent and volunteer skills in the classroom. Assist the Team Leader on an as needed basis for the other class session.
 - 1) Implement classroom activities and preparation of materials.
 - 2) Provide supervision and nurturing of children.
 - 3) Respond to crisis or emergency situations that may occur. Provide first aid, CPR, using proper protocols to prevent the spread of blood borne pathogens, and access emergency services as needed.
 - 4) Provide a safe, healthy and sanitary environment for children.
 - 5) Follow and implement all policies and procedures related to cleanliness and safety of the center.
 - 6) Prepare and implement lesson plans.
 - 7) Conduct classroom and individual child observations as required by work plan.
 - 8) Plan, implement, document and track individualization of children.
 - 9) Complete all documentation required by the work plan in the areas of education and special services.
 - 10) Maintain all required paperwork as per work plan, policies and procedures and center practices.
 - 11) Maintain accurate written records, including assessments, special education documentation, screening instruments, anecdotal observations, documents for transition to public school and home visits and other required forms.
 - b. Conduct developmental and health screenings of enrolled children as per work plan requirements, ensuring that all time-lines are met.
 - c. Implement, support and promote policies and procedures as it relates to (CA/N), Child Discipline and Behavior Management.
 - d. Provides daily functional supervision to classroom staff, parents and volunteers.
 - e. Identify and meet the special needs of children, attend staffing and providing follow-up in conjunction with the Director, Special Education Coordinator
 - 1) With parent permission, initiate referral for further assessment for special needs.
 - 2) Conduct observations for children in classroom, and outdoor environment
 - f. Assist team members in proactively generating and documenting in-kind contributions.
 - g. Assist the FHA with the enrollment of eligible children, when assigned by supervisor.
7. Family partnerships duties:

- a. Assists in developing and incorporating family involvement in all program activities, including curriculum planning, parent meetings and Center Committee meetings.
 - b. Use practices that value cultural backgrounds, special needs and developmentally appropriate practices.
 - c. Assists in developing monthly newsletter and send to parents of enrolled children.
 - d. Orient, train and supervise parents and other classroom volunteers for their respective classroom sessions.
 - e. Attend center family nights, parent meetings and all relevant center activities. May include developing and implementation of activities.
 - f. Conduct home visits and parent conferences as required by the work plan and Performance Standards, coordinating with the Family/Health Advocate as needed in these visits and conferences, ensuring that all timelines are met.
 - g. Participate in family status reviews, briefing and de-briefing sessions.
8. Professional development expectations: As a member of a professional educational team, it is expected that the Team Teacher participate in the growth and strengthening of their early childhood education skills and knowledge throughout the development of their individual learning goals and attendance at meetings, trainings, workshops and classes. Attend training workshops and classes, as directed.

OTHER JOB FUNCTIONS:

- 1. Articulate Toppenish School District ECEAP mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
- 2. Adhere to the values that reflect Toppenish School District ECEAP's culture. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
- 3. Communicate effectively by sharing concerns openly and honestly with appropriate staff members, evaluating the classroom day and discussing and documenting observation of children with the teaching team; informing those on a need-to-know basis of changes in family situations; using Program Coordinator support staff as a resource, as a liaison between site and respective Coordinator; observing confidentiality in all dealings related to program staff and families.

WORKING CONDITIONS/PHYSICAL/MENTAL AND PROCESS:

- 1. Work requires periods of daily standing, sitting, walking, lifting, squatting, twisting, turning, pushing, pulling, reaching, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, handle, reach with hands and arms.
- 2. Ability to occasionally lift up 50 pounds.
- 3. Will use a broom, mop, vacuum cleaner and cleaning/disinfecting products.
- 4. Daily stoops, crawls, kneels and bends in order to speak to children at the child's eye level, to play with children and to pick up toys and equipment from the floor.
- 5. Demonstrated ability to supervise pre-school children and ensure a safe learning environment.
- 6. Ability to respond appropriately to potential accidents involving children on playground and in classroom i.e., run to assist an injured child on playground or classroom.
- 7. Ability to write personal notes, anecdotal comments, anecdotal records, incident reports and other correspondence concerning the children.
- 8. Frequent significant decisions to assure developmental progress of children.

OTHER CONDITIONS OF EMPLOYMENT:

- Within 30 days of employment: Perspective employee needs to complete Toppenish School District ECEAP 1) Negative TB skin test is required.
- Must complete Child Abuse and Neglect training, Behavior Management Training, First Aid/CPR, and HIV/Blood Borne trainings.
- Employment is conditional upon:
 - School Board approval.
 - Fingerprints cleared by WSP (Washington State Patrol) and FBI upon hire and annual after, fingerprinting may be required.
 - DEL (Department of Early Learning) criminal background checks if required, upon hire, every three years or upon site relicensing whichever comes first. Fingerprinting maybe required.