

**Hutchinson Public Schools
Job Description**

Job Title: Child Care Lead Teacher
Department: Head Start/Early Head Start/Early Learning/Lil' Hawks
Reports To: Child Care Center Director
FLSA Status: Non-Exempt
Prepared By: Director of Early Learning, June 2025
Approved By: Superintendent, June 2025

SUMMARY

Provides quality early childhood education services to assigned children. Assumes lead responsibilities for coordinating all teaching functions within the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following and other duties as assigned.

- Ensure early childhood developmental services meet the requirements of the state, federal and program requirements.
- Ensure the set up and maintain the classroom environment, ensuring materials are prepared and ready for daily activities.
- Create a weekly lesson plan using developmentally appropriate activities that reflect the program's school readiness goals and objectives.
- Stimulate children's interest in learning, participation, discussion, and questioning.
- Provide individualized support to children who may need extra assistance with tasks such as fine motor skills, communication, or following instructions
- Set individual goals for each child based on parent input, observation and ongoing assessment.
- Complete individual child screenings and assessments per program policies and procedures.
- Monitor children to ensure their safety and well-being at all times.
- Actively engage with children—whether through conversation, play, or supporting activities.
- Maintain positive, respectful interactions with children to promote a healthy learning environment.
- Provide guidance and support to children in managing their emotions and resolving conflicts.
- Help promote positive behavior through praise and redirection in alignment with Conscious Discipline.
- Help monitor children's health, including assisting with handwashing, feeding, and diapering.
- Perform appropriate child care practices including safety, health, and disease control.
- Participate in regular scheduled team meetings.
- Support children and families as they transition in and out of the program.
- Direct the activities and interactions of the teacher assistants and volunteers.
- Demonstrate knowledge of the program expectations, regulations, and procedures that affect classroom operations.
- Perform appropriate child care practices including safety, health, and disease control.
- Assist children in developing social skills, such as sharing, taking turns, and cooperating with peers.
- Assist in de-escalating situations and guiding children through challenging behaviors with patience and empathy.
- Maintain a vigilant and active presence in the classroom, ensuring all children are monitored at all times during activities, transitions, and playtime.
- Maintain confidentiality of child and family records and information.
- Implement teaching strategies that promote child learning and growth.
- Encourage and promote parents' role as educators of their children.
- Schedule and conduct quarterly home visits and Parent/Family conferences.
- Provide parents with written information related to the classroom activities, using informal notes, calendars, notebooks, and newsletters.
- Participate in the family engagement activities throughout the program year.
- Report any incidents, accidents, or issues to the lead teacher or Center Director.
- Attend staff meetings, interdisciplinary team meetings and individual supervision meetings regularly.
- Attend regularly scheduled team meetings.
- Attend meetings, workshops, professional development and training opportunities to expand and improve professional skills.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibilities for assigned Teacher Assistants and classroom volunteers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) is required. Possession of a current Child Development Associate (CDA) credential or a State-awarded certificate that meets or exceeds CDA requirements; OR enrolled in a program leading to an associate or baccalaureate degree in early childhood education or a related field; OR Willingness to Enroll in a CDA credential program within 90 days of hire, to be completed within two years of the date of hire. One to three months related experience and/or training in early childhood education is preferred. Must demonstrate the ability to work cooperatively as part of an interdisciplinary team.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Effective oral and written communication skills.

MATHEMATICAL SKILLS

Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess or enroll in Child Development Associate (CDA) credential or a program leading to an associates or baccalaureate degree in early childhood education or related field.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: Stand, walk, and use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste and smell. The employee frequently is required to climb or balance. The employee is occasionally required to sit. The employee must frequently lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will not be exposed to environmental hazards. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District's policies.

Signature: _____ Date: _____

Printed Name: _____