

# Lead Teacher Job Description

*Updated July 25, 2016*

## Summary:

The Lead Teacher is responsible for planning and implementing daily activities in their assigned classroom which promote the social, emotional, physical and intellectual well-being of every child in their care. This is a full-time position and the lead teacher is expected to work five days/40 hours per week.

## Responsibilities:

- ⤴ Create and adhere to a developmentally appropriate daily schedule to include times for: structured activities, free/imaginative play, group time (circle, morning meeting, etc.), meal time, diapering/potty, outdoor/physical activities and nap.
- ⤴ Develop and implement age-appropriate lesson/activity plans for the assigned classroom in the areas of art/creative expression, sensory, music, language/reading, math, science, gross motor, and social-emotional health. These activities should be planned with a holistic approach that focuses on the overall health and well-being of each individual child.
- ⤴ Collaborate with other lead teachers to ensure consistency within the classrooms throughout the center.
- ⤴ Provide day-to-day supervision and support of teacher assistants, floaters, volunteers and substitutes within your classroom. This includes: informing them of the daily activities, delegating tasks and responsibilities as necessary, communicating any issues with the Director and assisting the director in completing staff evaluations.
- ⤴ Maintain an open, inviting, clean and organized classroom environment at all times. Continuously evaluate the layout of the classroom to determine areas it may need to be adjusted to suit the needs of the current student population in your care.
- ⤴ Maintain open communication and cultivate positive relationships with all parents, caregivers and staff at Eco Baby.
- ⤴ Ensure each child's profile is updated daily on the MyKidzDay app in a timely manner (before the close of business each day).
- ⤴ Complete all necessary paperwork including, but not limited to: daily attendance records, daily child health checks, scoring and sharing results of the ASQ-3 with all newly-enrolled families, and incident reports.
- ⤴ Conduct a minimum of 2 parent/teacher conferences per year, per child and additional conferences as necessary.
- ⤴ Acquire First Aid & CPR certification and complete 30 training hours every two years, as required by New York State Regulations.
- ⤴ Adhere to all OCFS regulations, Eco Baby policies, and Eco Baby procedures and ensure all staff/volunteers in your classroom are in compliance with OCFS regulations at all times.

## Paid Time Off:

- ⤴ This position will offer 5 days of vacation/sick pay after 12 months of full-time employment. This time will not be rolled over to the next year if unused. You will not be compensated for unused time off if your employment at Eco Baby ends.
- ⤴ You will be paid for all holidays and snow days when Eco Baby Children's Center is closed.

# Assistant Teacher Job Description

*Updated July 25, 2016*

## **Summary:**

The Assistant Teacher is responsible for assisting the lead teacher with planning and implementing daily activities in the assigned classroom. The Assistant Teacher promotes the social, emotional, physical and intellectual well-being of every child in their care. This is a full-time position and the assistant teacher is expected to work five days/30-40 hours per week.

## **Responsibilities:**

- ⤴ Adhere to a developmentally appropriate daily schedule with included times for: structured activities, free/imaginative play, group time (circle, morning meeting, etc.), meal time, diapering/potty, outdoor/physical activities and nap.
- ⤴ Assist the lead teacher in developing and implementing age-appropriate lesson/activity plans for the assigned classroom in the areas of art/creative expression, sensory, music, language/reading, math, science, gross motor, and social-emotional health.
- ⤴ Complete all tasks delegated to you by the lead teacher. This includes, but is not limited to cleaning and sanitizing toys, shelves, tables, dishes, sinks, and toilet area, sweeping and mopping the classroom floors, taking out garbage/recyclables, helping children wash their hands, serving meals/snacks, changing diapers/assisting children with toileting, updating MyKidzDay app profiles, etc.
- ⤴ Maintain open communication and cultivate positive relationships with all parents, caregivers and staff at Eco Baby.
- ⤴ Acquire First Aid & CPR certification and complete 30 training hours every two years, as required by New York State Regulations.
- ⤴ Adhere to all OCFS regulations, Eco Baby policies, and Eco Baby procedures at all times.

## **Paid Time Off:**

- ⤴ This position will offer 5 days of vacation/sick pay after 12 months of full-time employment. This time will not be rolled over to the next year if unused. You will not be compensated for unused time off if your employment at Eco Baby ends.
- ⤴ You will be paid for all holidays and snow days when Eco Baby Children's Center is closed.

# Part-Time Assistant/Floater/Substitute Job Description

*Updated July 25, 2016*

## **Summary:**

The Assistant/Floater/Substitute is responsible for assisting the lead and/or assistant teachers with implementing activities and completing daily tasks in the assigned classroom. This is a part-time position and the Assistant/Floater/Substitute is expected to work as needed.

## **Responsibilities:**

- ⤴ Adhere to the classroom's daily schedule with included times for: structured activities, free/imaginative play, group time (circle, morning meeting, etc.), meal time, diapering/potty, outdoor/physical activities and nap.
- ⤴ Assist the lead/assistant teacher in implementing age-appropriate lesson/activity plans for the assigned classroom in the areas of art/creative expression, sensory, music, language/reading, math, science, gross motor, and social-emotional health.
- ⤴ Complete all tasks delegated to you by the lead teacher. This includes, but is not limited to cleaning and sanitizing toys, shelves, tables, dishes, sinks, and toilet area, sweeping and moping the classroom floors, taking out garbage/recyclables, helping children wash their hands, serving meals/snacks, changing diapers/assisting children with toileting, updating MyKidzDay app profiles, etc.
- ⤴ Cover bathroom/meal breaks for core classroom staff, as needed.
- ⤴ Maintain open communication and cultivate positive relationships with all parents, caregivers and staff at Eco Baby.
- ⤴ Acquire First Aid & CPR certification and complete 30 training hours every two years, as required by New York State Regulations.
- ⤴ Adhere to all OCFS regulations, Eco Baby policies, and Eco Baby procedures at all times.

## **Paid Time Off:**

- ⤴ This position will not offer any paid time off.