



mary crane CENTER

# Job Announcement

---

## Type 04 Lead Teacher

### Position Summary:

Serves as the lead Pre-K teacher in the classroom. Lead Teachers plan and implement learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. They encourage the involvement of the families of the children of the program and support the development of relationships between children and their families.

### Duties and Responsibilities:

- Utilize appropriate language, interactions, and positive discipline.
- Model positive behavior.
- Instruct, and supervise children in classroom activities.
- Implement age appropriate activities that support the Head Start standards, the NAEYC standards and the Creative Curriculum.
- Implement and model family style eating during meal times.
- Continuously monitor children to ensure safety at all times, and report child abuse and neglect when necessary.
- Assess children on a regular basis.
- Take pictures and maintain anecdotal notes, written observations, and other approved forms of documentation for each child.
- Administer ESI-R screening, NRS, Creative Curriculum, Ages and Stages Questionnaire, Ages and Stages SE Questionnaire.
- Supervise assistant teachers, teacher aides, and/or volunteers.
- Delegate duties as necessary, and give constant feedback to facilitate professional growth.
- Process timesheets and vacation requests.
- Contribute to assistant teacher's evaluation.

### Requirements:

Minimum Requirements Bachelor's Degree in Early Childhood Education, Child Development or related field. Must possess current Type 04 certificate or PEL with early childhood endorsement. Or Gateways Level 5 in Early Childhood Education with commitment to acquire the Type 04.

**Benefits:** Mary Crane Center offers its employees competitive Benefits.

For a limited time, Mary Crane Center offers a \$200.00 sign on bonus at the successful conclusion of your 90 days probation period.

**How to Apply:** Please forward resume to Beth Rivera brivera@marycrane.org or Fax 773-242-2881.

**AN EQUAL OPPORTUNITY EMPLOYER**

**Visit our website: [www.marycrane.org](http://www.marycrane.org)**