



PFA Lead Teacher

Position Summary:

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.

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, My Teaching Strategies Creative Curriculum, Ages and Stages Questionnaire, Ages and Stages SE Questionnaire.
- Utilize research library, research, plan, and develop age appropriate activities for lesson plans.
- Incorporate required activities into lesson plan that support children's development.
- Prepare activities that enhance the lesson plans.
- Coordinate field trips with Education Coordinator.
- Maintain open communication with parents by scheduling and conducting parent/teacher conferences and home visits.
- As a parent advocate, help resolve issues or concerns that are raised.
- Inform parents about daily classroom routine, expectations, policies, field trips, and volunteer opportunities.
- Communicate with parents about incidents that have been observed and/or recorded on site regarding their child.
- Obtain all required classroom parental signatures such as on all incident reports and field trip permission slips.
- Design and complete documentation panels for the classrooms and hallways.
- Complete all necessary paperwork for classroom activities including meal count sheets, attendance, screenings, parent/teacher conferences, and home visits in a timely manner.
- Maintain up to date and accurate education folders to include complete incident reports, permission slips.
- Maintain accurate and up to date portfolios.
- Maintain classroom supply lists and inventory.

Mandatory Job Qualifications:

Bachelor's Degree in Early Childhood Education from an accredited college or university including required field service.

Must have a Type 04 Certification/Registered Professional Educator License (PEL) with early childhood endorsement.

Salary and Benefits: Competitive and Comprehensive.

How to Apply: Please forward cover letter, resume and transcripts and to Beth Rivera brivera@marycrane.org or Fax 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER