

***Red Caboose Child Care Center, Inc.***  
**LEAD TEACHER, JOB DESCRIPTION**

**Overall Responsibilities**

A Lead Teacher will administer and supervise programs, staff, staff evaluation, and parent communication. This position must be able to treat each child and their families with respect, dignity, and caring; and be supportive of cultural differences, special needs, and different family structures. A Lead Teacher reports to and is responsible to the Preschool Program Director; is supervised and evaluated by Executive Director. This position is represented by the Wisconsin Child Care Union.

***I) Qualifications***

- A) Education - Must meet state licensing requirements for a teacher, Child Development Associate (CDA) Credential or AA/BS in Child Development, preschool education or related field, or have equivalent experience.
- B) Experience - Must have at least two years experience, prefer experience with age group of position; must have experience and/or training in staff supervision.
- C) Physical - Must be able, within reason, to lift equipment and children during routine care (such as diapering, cuddling, napping and transitions); must be able to participate in physical activities with the children (such as games and walking field trips); must be able to keep children safe in an emergency (such as moving, holding or guiding children to safety).
- D) Skills - Must demonstrate problem solving, organizational, interpersonal, and communication skills.

***II) Specific Duties***

- A) All Teacher Duties (see Teacher job description)
- B) Program
  - i) Ensure short and long range curriculum planning is carried out.
  - ii) Ensure Red Caboose policies are implemented.
  - iii) Ensure maintenance of the classroom; provide age appropriate materials and activities, rotate accessible materials and activities, and organize room arrangement. Ensure maintenance is shared among teachers.
  - iv) Ensure child progress reports are written and conferences offered in accordance with Red Caboose policy.
  - v) Ensure that all tasks for smooth running of the program are shared by all staff (i.e., selection of library books, rearranging room, making projects, preparing activities, changing accessible materials).
  - vi) Act as a resource for children and parents to available community resources, including paperwork and parental permissions.
  - vii) Lead room meetings; communicate information and ideas from Lead Teacher meetings to room staff.
  - viii) Respond to emergencies.
  - ix) Ensure City Accreditation standards are upheld. Facilitate City Accreditation process.
  - x) Ensure that developmentally appropriate programming is implemented. Ensure all teachers are aware of child and family information (i.e., special needs, custody issues, pick up authorization, medical and dietary needs, etc.).

- C) Administrative
  - i) Enrollment:
    - (a) Post list of enrolled children with schedules and number of children;
    - (b) Take attendance every day; arrange for drop-ins; and,
    - (c) Keep roll book updated with schedule changes, withdrawals, and ages of kids.
  - ii) Ensure requirements for State Licensing regulations are followed through on an ongoing basis.
  - iii) Ensure appropriate child/staff ratios are upheld according to law and Red Caboose policies.
  - iv) Ensure that all forms (including Child and Adult Care Food Program (CACFP), late pickup, and Breaks Not Taken) are completed and returned to the Billing Coordinator and Financial Manager in a timely manner. Make sure children's forms (including medicine permission, change of schedule, and take home permission) are on file.
  - v) Coordinate staff scheduling so that adequate staffing is assured.
  - vi) Work with teachers to ensure adequate and appropriate educational supplies are ordered, stocked and maintained to meet the needs of the children.
- D) Staff Supervision and Evaluation
  - i) Supervise and evaluate staff performance, including goal setting and training needs.
  - ii) Sign timesheets of room staff, ensuring they are correct.
  - iii) Take appropriate disciplinary action, including: verbal warnings, written warnings and/or written reprimands. Fully involved the Executive Director in decisions to suspend or discharge an employee.
  - iv) Coordinate scheduling and supervision of volunteers and student teachers.
  - v) Orient new staff, substitutes, and volunteers to the room.
  - vi) Be on hiring committees for vacancies in the room.
  - vii) Act as the main staff liaison within the classroom; ensure communication among staff; act as a resource person for resolution of problems within staff.
- E) Parent Communication
  - i) Orient each parent new to the room.
  - ii) Make sure staff and volunteer schedules are posted.
  - iii) Post daily and weekly activities and schedules.
  - iv) Act as the main parent liaison. Ensure parent-staff communication through logs, newsletters, daily charts, conferences etc. Act as a resource person for resolution of parent, staff and child problems.
  - v) Post sign-up sheets for parents as needed.
  - vi) Coordinate room potlucks and other activities.
  - vii) Inform staff and families of all enrollment changes, new staff, volunteers, and/or substitutes.
- F) Other duties that fall within the scope of the job description as directed by your supervisor.