



"Where Each Child's Well-Being Is Our Main Concern

JOB DESCRIPTION – SUPERVISOR / LEAD TEACHER -

Lead Teacher will report to the Director Designee.

- Responsible for planning and executing the educational program in accordance with the NJ Early Learning Standards, and meeting the purpose and goals of Concern Mom Corp
- Responsible for the general supervision and management of all classes – preschool children.

QUALIFICATIONS: Bachelor Degree in Early Childhood, or P-3 Certified,

***Bi-Lingual Preferred (English - Spanish) ** High Scope Curriculum Practices**

At least (3) years' experience, with a strong desire to impact children's lives while improving parents' understanding, participation, contribution, and collaboration...

Professionally prepared as a teacher of young children, especially in the field of early childhood education or development; meeting the requirements of the licensing agency. An individual who is sensitive, mature, relates well to children and adults.

RESPONSIBILITIES

Responsibilities will include, but will not be limited to the following:

1. Plan, supervise, and implement the program for the class in accordance with policies and philosophy of Concern Mom SOEW.
2. Gear the program to the needs of individual children with concerns for their interests, handicaps, special talents, and individual style and pace of learning.
3. Consider individual children in relationship to their cultural and socioeconomic background.
4. Treat children with dignity and respect.
5. Plan and implement appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, etc.
6. Supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled at the Center.
7. Supervise upkeep of all educational equipment and materials in assigned area.
8. May eat all meals with the children and encourage development of sound nutritional practices.
9. Help children to become aware of their roles as integral members of a group.
10. Maintain progress records of each child's growth and development, prepare periodic reports, and review with Director and parents.

11. Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and Center functions; conduct conferences on request.
12. Be responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom and its learning centers.
13. Assume an equal share of the joint housekeeping responsibilities for their classroom.
14. Attend all staff meetings. Plan and implement one staff training meeting each school year.
15. Participate in recommended training programs, conferences, courses, and other aspects of professional growth, maintaining current knowledge of daily childhood practice.
16. Effectively train, supervise, and utilize classroom assistants and primary floaters.
17. Contribute to Staff In-Service Training Program by planning, leading, or assisting in a workshop presentation or by developing resources.
18. Conduct parent conferences on each child's school adjustment, classroom behavior, and developmental progress.
19. Plan and implement methods of establishing a positive liaison with parents.
Communicate frequently with parents informally, with periodic notes and verbal communication as well as a Parent Letter at least monthly.
20. Assist in public-relations events sponsored by the Center.
21. Supervise all activities to ensure safety at all times.
22. Prepare daily attendance report for children in assigned group.
23. Help children establish good habits of personal hygiene; change diapers and assist with toilet training as needed.
24. Maintain a professional attitude and loyalty to the Center at all times.
25. Participate in professional organizations that work for the improvement of early childhood education.

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