JOB DESCRIPTION

SIGN ON BONUS OFFERED

Immediate Opening

Job Title: Prekindergarten Lead Teacher (Full time position) - $2,000 sign on bonus for qualified teachers!!!

Salary $34,000+ benefits

Program: Great Start Readiness Program

Reports to: PreK Director

FLSA Status: Non-exempt

POSITION SUMMARY

The Prekindergarten Lead Teacher is responsible for the academic, social-emotional growth and developmentof all children in their care, which included preschool age children; developspartnerships with families to engage and encourage parent participation inprogram. Lead Teacher is also responsible for assuring compliance with codes of all the state of Michigan and Wayne RESA; and works collegially with other staff members of George Washington Carver Academy.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Report to work Monday- Friday, 7:30am-3:45p; conferences, and staff meetings
- Develops, weekly plans, and implements the HighScope curriculum to nurture and stimulateall domains of children's development in their care.
- Provides a developmentally appropriate classroom environment that reflects the children's learning andgrowth.
- Perform on-going developmental evaluations of children as required by Wayne RESA and develop lesson plansand follow curriculum implementation that addresses the individual needs of each child.
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunitiesto meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs ofthe individual child and the group.
- Prepare developmental progress reports as needed (family reports via COR).

- Demonstrate cultural competency and respect for the child's background by incorporating the cultural,linguistic and familial values and beliefs into the childcare program and lesson plans.
- Exchange information and serve as a member of a multi-disciplinary intervention/prevention team.
- Completes child transition and orientation of the classroom with parents.
- Maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.
- Ensure that each family receives an opportunity to build strong relationships and experience clear communicationwith teaching staff.
- Plan periodical parent conferences and home visits to discuss children's developmental progress, needs and interests.
- Liaison with children's families to ensure smooth transition from home to child care setting andtransitions from classroom to classroom when needed.
- Assist families with children's transitions from preschool to kindergarten.
- Maintain accurate, complete and timely program records; Completes daily meal and attendancerecords.
- Maintains up to date emergency forms, curriculum plans, individual child development profile and otherrecords as needed.
- Completes and reports any symptoms of child abuse to supervisor and/or child abuse hotline.
- Completes daily health checks regarding hygiene, safety, and overall well being of the children.
- Completes PQA and COR Advantage with Associate Teacher and prepare developmental progress reports as needed.
- Assures a healthy, safe, clean and developmentally appropriate environment for children.
- Assist with functioning and monitoring of nutrition and food service.
- Assist with the supervision of staff and volunteers for child care setting.
- Conducts supervision on a weekly basis with Associate Teachers and Assistant Teachers.
- Ensures that the Associate Teacher and Assistant Teachers are kept updated in all mattersconcerning the classroom and program, i.e. Lead Teacher Meetings, lesson plans, policies &procedures, training received.
- Completes yearly performance evaluations.
- Provides functional training and guidance to staff, interns, substitutes and volunteers assigned tothe classroom.
- Reports all staffing and classroom concerns to supervisor in a timely manner.
- Reports family changes in schedules and excessive absences to administration in a timely manner.

- Participate in on-going in-service and educational development opportunities provided by the program.
- Participate in ongoing development and evaluation of center's goals and objectives.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Staff must believe in and act in accordance with both the GWCA's and GSRP's mission statements.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Early Childhood Education or Child Development
- 2 years teaching experience: Experience with at-risk children is preferred

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Michigan Teaching Certificate with Early Childhood Education (ZA) or Early Childhood Special Education (ZS) endorsement

SKILLS & ABILITIES

- Early Child Development knowledge and experience.
- Knowledge in Desired Results, Developmental Appropriate Practices.
- Knowledge of State Program Requirements for Center Programs.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition.
- Ability to use the computer to input developmental data.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- All employees, regardless of position, serve as role models for children and adolescents who areserved by our program. Therefore, each employee must at all times be emotionally stable and able tofunction effectively with children, adolescents and adults who may have mental or behavioral
  health problems. The staff must be able to demonstrate appropriate daily behavior, appropriateexpression of emotions, as well as appropriate role modeling. Hostility, aggression

and unnecessaryor inappropriate physical actions as well as inappropriate emotional expression are not acceptable.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employeeis required to:

- Frequently walks, uses hands to finger, handle or feel objects, tools, or controls, and talks or hears.
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheralvision, depth perception, and the ability to adjust focus.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform theessential functions.

FOR CONSIDERATION

Send cover letter, resume, and transcripts Dezarae Adams:dadams@gwcarveracademy.org

George Washington Carver Academy Preschool is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with
respect and dignity.