

**JOB TITLE:** Bright Start Learning Center Lead Teacher

**CLASSIFICATION:** Full-time. Non-Exempt

**REPORTS TO:** Bright Start Learning Center Director

**SALARY:** Based on Education and Experience

**Position Summary:**

Bright Start Learning Center’s Lead Teacher (LT/ECT) is responsible for the academic, social-emotional growth and development of all children in their care. While all teachers will develop partnerships with families by building a collaborative bridge between home, school, and community, the lead teacher is expected to lead that charge and help other staff by example. The ECT is expected to be a positive role model and mentor for staff at the Center helping the facility grow new leaders in our program. The lead teacher is also responsible for assuring compliance with Rules & Regulations of all State and local governing contracting agencies.

**Primary Duties and Essential Functions:**

* Develops weekly plans, and implements developmentally age appropriate curriculum used by the program.
* Provides and educational environment that supports and develops all domains of learning.
* Completes and documents on-going observations using Teaching Strategies Gold—our program’s on-line assessment too.
* Provides responsive care to all children by adapting daily routines and plans to the needs and interest of each individual child and group.
* Demonstrates cultural competency and respect for the child’s background by incorporating their cultural, linguistic, and family values and beliefs int the program and lesson plans.
* Prepares developmental progress reports and portfolios for parent/teacher conferences (Fall and Spring as needed) in a timely manner.
* Greets parents and children at pick up/drop off in a friendly, caring manner. Informs and exchanges information with parents about child’s daily routines and activities.
* Collaborates with the director to complete child transition and orientation from home, classrooms, and kindergarten.
* Maintains ongoing, open communication with families.
* Encourages families to participate in Family Engagement opportunities.
* Ensures each family receives an opportunity to build strong relationships and experience strong, clear communication with all staff.
* Maintains accurate attendance records daily.
* Maintains up-to-date curriculum plans, individual child observations, portfolios, and other records.
* Reports immediately any symptoms of child abuse and neglect to the director.
* Completes daily health checks regarding hygiene, safety, and overall well-being of the children.
* Assures a healthy, safe, clean and developmentally appropriate environment for children.
* Assists with functioning and monitoring nutrition and food service.
* Assists with supervision of assistant teachers, support staff and volunteers in classrooms.
* Reports all staffing and classroom concerns to the director in a professional, timely manner.
* Reports family changes in schedules or emergency information to the director in a timely manner.
* Participates in ongoing in-service days and educational training opportunities and early childhood classes.
* Develops and maintains Individual Professional Development Plan- Self-Assessment.
* Completes yearly performance evaluations and goal setting.
* Participates in ongoing development and evaluation of center’s goals and objectives.
* Other duties as assigned.
* Staff must believe in and act accordance with center’s mission statement.

**Qualifications**

* Must meet requirements of Early Childhood Teacher or have a Professional Development Plan to achieve requirements.
* Must be willing to work towards required course work, initially and ongoing, as defined by Bright Start Learning Center.
* Early childhood and development knowledge and experience.
* Good communication, problem solving, organizational skills, and maintaining an overall positive and professional attitude/disposition.
* Ability to use computer to input data and for planning purposes.
* 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 role models for children and families who are served by our organization. Therefore, each employee must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as, appropriate role modeling. Hostility, aggression, name calling, and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.
* Compliance with all policies and procedures laid out in the Employee Manual and Colorado Rules Regulation Childcare Centers.

**Work Conditions:**

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

* Walk on fieldtrips around town, local parks, etc.
* Stand, sit, stoop, kneel, squat, bend, and crawl
* Ability to lift and carry children of all sizes and weights in your care.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**To apply:** To apply, please send a resume, cover letter, and a list of 3 professional references with contact information to [brightstartlcdirector@gmail.com](mailto:brightstartlcdirector@gmail.com)

***Bright Start Learning Center does not discriminate on the basis of race, age, color, religion, national origin, gender, political beliefs, gender identity, gender expression, disability, sexual orientation, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons.***