**Early Childhood Job Description Little Learner’s Too**

**Title:** Administrator/Lead Teacher

**Qualifications:** Minimum 20 years of age. CDA, Associates or higher in Early Childhood Education, or related field, or a minimum career pathway level 3. Experience of 2+ years in a state licensed/regulated early childhood program. Other qualifications or exceptions to above is by approval of admin.

**Leads Reports directly to;** Administrator **Administrator reports directly to;** Owner

**Responsibilities:**

* To provide the best possible infant, toddler, preschool and schoolage experiences for the children and families served.
* Planning and implementing of activities according to the use of activity plans for the class and center in accordance with the program philosophies and guidelines under the direct supervision of the Administrator.
* Record keeping, informal/formal child documentation, assessments, screenings, review of files for pertinent information, attendance, documentation of illness, daily care of children assigned to group and other duties assigned by Administrator.
* Collect appropriate forms for trips, etc. as required and assist in maintenance of children’s files.
* Maintain inservice training as required by Administrator and Step Up to Quality.
* Can lift up to 30# regularly and up to 50# occasionally.
* Administer medications after appropriate documents are in place and consultation with administration

**Classroom Interactions:**

* Treat each child with dignity and respect, encourage a positive self-image and confidence through everyday interactions.
* Help each child develop independence and self-reliance in a positive and productive way.
* Assist children in efforts to communicate thoughts, feelings, and experiences in a positive way.
* Encourage awareness of social skills and their role as an integral member of the group.
* Provide stimulating experiences which encourage the use of the thinking process to analyze problems and to arrive to different solutions following the Ohio Dept. of Education Early Learning and Development Standards in an early childhood classroom.
* Gear discussions to the individual and group needs of children in regards to interests, learning styles, ability level and special talents.
* Maintain cleanliness of children including diaper changes, toileting, hand washing, in a positive, constructive manner. Follow any and all guidelines set forth from the child care licensing ORC and program policies, and any other duties assigned.
* Provide superb supervision of children in the classroom, on the playground, outdoors, walks, and field trips (if applicable) and any time children are present.

**Classroom Environment**

* Maintain standards of safety and implement safety rules based on ages served in a constructive manner.
* Create an appropriate instructional atmosphere and environment, conducive to learning.
* Classroom should be free from clutter and personal items such as purses, jackets, etc.
* Provide effective classroom management as per child care licensing ORC and program policies and utilize “best practices.”
* Implement & Maintain a cleaning schedule for cleaning and disinfection of classroom toys and equipment.

**Professional:**

* Arrive to work on time and be prepared for children and parents each day.
* Dress appropriately following the dress code requirements.
* Coordinate with assistant/substitute teachers.
* Attend and participate in all required meetings/ trainings.
* Be conscious of children’s personal and special needs.
* Follow all program guidelines and state licensing rules set forth by Ohio Revised Code as appropriate to position held.
* Utilize volunteers and coordinate efforts for enhanced classroom experiences. Admin approval
* Adhere to confidentiality guidelines when discussing or referring to children and families. All confidential discussions with families should be done with Lead teacher and Administrator present. No confidential discussions will be held during classroom time or drop off/pick up times.
* Absolutely no “shop talk” during school hours. Personal discussions are to be done on personal time, not the children’s time.
* Provide opportunities for family communication in the form of completing assessments and evaluations and assisting with preparation to discuss overall development and goals.
* Provide necessary documentation to Administrator for employment and updates.

**Communication:**

* Work to maintain a favorable rapport with parents, families, co-workers, and administrator discussing positives of the day with families and colleagues. All Other information will be handled by the Administrator.
* Use appropriate voice tones, syntax, vocabulary, and articulation in relation to students, age, and ability.
* Use respectful and positive language with colleagues while at work or during off-site training, remembering that you are an employee representing a professional program.
* Build and maintain constructive relationships with colleagues, families, and community service providers. Collaborate and reach out to local community providers for information, field trips, resources and anything that could enhance the program.
* Always maintain sensitivity, compassion, and understanding towards the needs of, and diversity of all families. Refrains from talking negatively about children and families enrolled unless gaining information for assessments, evaluations, and the such.
* Never engage in argumentative discussions with families. You kindly & immediately direct them to have their discussion with the administrator.
* Advise administrator or any staff that are not meeting standards and/or are a safety concern, are causing workplace commotion in any way, etc.