



## TITLE OF POSITION: GSRP Lead Teacher

This position is organized into major areas of responsibility with the duties detailed under each area. The Position Description is the basis for classification and pay, recruitment and selection, and performance appraisal. The Program Director will review this position description with the employee upon hiring. Chapel Hill Early Childhood Education may revise this description for an update or if there are substantial changes in the duties.

**IMMEDIATE SUPERVISOR:** Program Director

**GENERAL SUMMARY:** To plan and implement a quality program of educational activities for pre-school children that encourages growth and development in a variety of areas. Promotes a cooperative, constructive relationship with families to ensure the child's growth/development meets full potential. Ensures Michigan licensing rules for childcare centers, GSRP and agency policies and procedures are adhered to.

### **ESSENTIAL FUNCTIONS:**

The following statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Responsible for ensuring that daily activities and interactions reflect the mission and goals of the GSRP program.
2. Assist individual children in need of special attention, including providing and modeling additional individualized support as needed.
3. Assist with physical safety and emotional security of the children.
4. Plan and implement a program of educational activities for preschool age children, including writing a daily lesson plan that specifies a daily schedule toward the achievement of specific curriculum goals as written in education component plan.
5. Work together with the teacher assistant as a team, in assisting with planning and implementing daily programming for pre-school children utilizing the HighScope curriculum and COR (Child Observation Record).
6. Create a clean and safe environment that is conducive to learning, promoting social relationships and meets the standards for Child Care Center Licensing Regulations.
7. Is actively involved with children throughout the entire daily routine including the incorporation of Adult-Child Interaction/CLASS items.
8. Observe the accomplishments of the children on a regular basis, using daily written anecdotal notes, and reports progress to parents/guardians utilizing online COR Family Reports.
9. Plan and document Child Outcome activities, support strategies, and interactions according to daily child anecdotal information/COR data and gains.
10. Plan, implement, and update ongoing individual learning plans (ILPs) for each child in the classroom.
11. Plan and conduct two conferences and two home visits per child per year.
12. Plan, implement, and actively participate in outdoor activities for children that develop gross motor skills and promote social relationships.
13. Maintain attendance and limit personal absence.
14. Implement all components of the HighScope curriculum and supplemental curriculum(s) every day. Implement curriculum activities, strategies, learning environment, and interactions in accordance to the PQA, CLASS, and program policy.



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15. Participate in curriculum coaching model on a regular basis and implement strategies as identified on coaching plan.
16. Observe children for possible disabling conditions and consult professional assistance if and when necessary.
17. Develop curriculum activities that reflect the HighScope Curriculum and includes the ethnic/multi-cultural makeup of the community as well as representation of person's with special needs.
18. Maintain confidentiality of information related to home and school environment.
19. Provide, document and report all program activities and interactions as required by contract, licensing and GSRP goals.
20. Coordinate mealtime service, including interacting with children, ensuring food substitutions are met and accurate CACFP recordkeeping.
21. Attend all assigned trainings/workshops on the HighScope Curriculum
22. Provide activities that foster development of a positive self-image via addressing physical and mental health needs of children and document in lesson plans.
23. Conduct classroom and education equipment inventory as assigned by Program Director.
24. Coordinate the planning, writing and implementation of lesson plans, including incorporating individual learning plans (ILP's), IEP goals, and anecdotal note information.
25. Maintain the record-keeping process, i.e. home visits, parent teacher conferences, developmental screenings, assessments, and individual education plans.
26. Attends IEP Meetings when assigned by Site Leader.
27. Monitors the daily sign-in and sign-out process.
28. Promote family and community volunteerism through training, modeling, and coaching volunteers in the classroom to ensure practices are streamlined among all adults interacting with children.
29. Cooperates in any investigation related to personnel, licensing, accreditation or other circumstances.
30. Assists in enrollment and recruitment activities.
31. Address children, families and staff with respect and by name.
32. Maintain positive and professional working relationships that are sensitive of differences with staff, families and the children.
33. Maintains professional and ethical standards at all times.
34. Performs other duties as assigned by immediate supervisor or other management.

### **EDUCATION AND/OR EXPERIENCE:**

Bachelor of Arts (BA) or Bachelor of Science (BS) degree from an accredited college or university in early childhood education or a BA and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool age children. *The ability to speak and read Spanish is desired.*

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of COR Database software.

### **OTHER QUALIFICATIONS:**

Must be able to:

1. Work with all members of the community regardless of race, gender, age and cultural or ethnic background;
2. Work cooperatively with supervisors, colleagues and all agency staff;



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3. Accept supervision and demonstrate interest and willingness to continue his/her personal and professional growth and skill development;
4. Demonstrate a commitment to the welfare of the children and families the program serves and to the delivery of quality services;
5. Work as a positive and productive member of a team; and
6. Represent the agency in a professional manner.

### **E.E.O.C. STATEMENT**

*Chapel Hill Early Childhood Education (CHECE) is an equal opportunity employer. It is the policy of CHECE not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.*