

Job Title:	Lead Educator
Position Type :	Full Time
Job Description	
<p>Job Purpose: Promotes and nurtures the education and care of students by planning and tailoring daily routines, monitoring and assisting with academic efforts; providing a safe environment conducive to learning; keeping parents and administrators informed. By accepting this position I commit to work for the company in the same classroom for which I was hired from August – June of each calendar year.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Create a safe and healthy learning environment by adhering to all health and safety procedures including but not limited to, hand washing, diapering, equipment sanitation, etc. • Create and maintain a consistent schedule to support children’s need for stability • Perform as an early childhood facilitator by creating opportunities for children to interact with their environment through the development of lesson plans which reflect the center’s philosophy and curriculum and the child’s individual learning style and developmental needs • Provide modeling, direction and support positive adult-child and adult-adult interactions • Provide appropriate and supportive guidance to facilitate growth of children’s overall social competence, including child-child interaction • Operate a classroom based on individualization by submitting weekly lesson plans that address the academic and social needs of all students • Conduct on-going observations, recordings, and evaluations of each child’s growth and development for the purpose of planning activities to suit individual needs. • Creating and maintaining individual student portfolios • Act as a liaison between the parent and the child, supporting the child’s relationship with his/her family • Actively support and facilitates parent involvement in the program • Work to ensure an effective, well-run, comprehensive, family-empowering program • Represent the center in a professional manner in all internal and external responsibilities and contact • Complete assignments and responsibilities in a timely and accurate fashion • Participate actively and effectively in program meetings, activities and initiatives • Greet prospective parents when necessary and direct to center director for additional information • Assist where needed to support program operations • Manage the classroom to ensure the proper maintenance of all materials and equipment 	

- Exhibit respect for each student by communicating with them in a nurturing tone even during correction.
- Consistently complete daily, weekly, monthly, quarterly and annual cleaning schedule
- Complete twelve clock hours of training each calendar year.
- Work all scheduled shifts and arrive promptly
- Ensure constant supervision of all students. Request a relief prior to leaving your classroom
- Accurately complete all required paperwork, namely attendance, meal count sheets, observation reports, accident reports, medication authorization, etc. NEVER ADMINISTER MEDICATION WITHOUT A CURERNT, ACCURATELY COMPLETELY MEDICATION AUTHORIZION FORM.
- Read, understand and comply with all licensing rules

Skills/Qualifications:

Classroom Management, Verbal Communication, Resolving Conflict, Self-Motivated, Motivating Others, Listening,

Revised May 2019