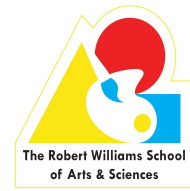




JOB OPPORTUNITY



Early Childhood Lead Teacher

LOCATION

D st (Preschool & Pre-K/Kindergarten)
2215 D St, Bellingham WA 98225

WAGE

Depending on Experience

JOB SUMMARY

Responsible for providing a safe and developmentally appropriate preschool program for young children. Plans and implements activities that promote the social, physical, and intellectual growth of children.

Nurtures and is responsible for the care, hygiene, learning, and developmental activities, specialized programs, and redirection of children.

Communicates directly with parents.

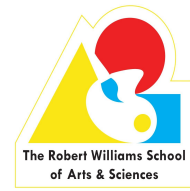
Maintains classroom/student records, classroom cleanliness and orderliness.

QUALIFICATIONS

- ECE degree and/or CDA and experience in a preschool setting preferred.
- CPR/First Aid certified or ability to get it in 30 days of hire.
- Bloodborne Pathogen certification or ability to get in 30 days of hire
- At least 2 years experience working with children.
- Must be able to pass a background check.
- Must be able to lead and follow, work well with others, and be a good communicator.
- Art knowledge and background experience preferred but not required.



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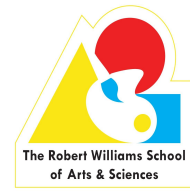
Depending on Experience

RESPONSIBILITIES

- Work with Program Supervisor to plan curriculum for ages 2.5 - 5 years, using the schools mission and values to provide an education and arts experience relevant to each child's abilities.
- Communicate clearly, when appropriate, with parents about behavioral ups and downs.
- Greet parents and students. Maintain a positive relationship with families.
- Communicate with families in advance about important information; special events, field trips, permission slips, show and tell, etc.
- Develop activities to stimulate the children socially, emotionally, and physically.
- Establish appropriate and safe policies and procedures for inside and outside the classroom.
- Become familiar with emergency procedures, protocol; practice monthly fire drills.
- Clean and sterilize equipment and toys daily.
- Make sure classroom is clean and ready to go for the next group coming in.
- Plan, print, and provide monthly calendars for assistant teachers and families.
- Update the white board with information when appropriate.
- Ensure cupboards are locked and cleaning supplies out of reach.
- Supervise children at all times: One teacher must be on the floor at all times or outside with children.
- Integrate special needs children in a respectful manner.
- Create arts, crafts, sensory, and various educational lessons for children.
- Comfort children in times of need.
- Encourage children with expressions and hugs.
- Discuss development and write up assessments with parents.
- Responsible for student assessments and parent teacher conferences.
- Identify problems, assess, plan, and reinforce; convene with professionals if necessary.



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RESPONSIBILITIES, CONTINUED

- Participate in community events put on by the school.
- Promote literacy and early education.
- Engage in multiple tasks and respond quickly and appropriately to frequently changing needs of children.
- Attends and participates in staff meetings, school events, and parent meetings as requested.
- Keeps the Program Supervisor, and Assistant Director informed of any necessary information regarding the care and safety of children.
- May share lead/delegate responsibilities with Assistant Teachers.
- Engages with current and prospective parents and family members and is responsive to their needs.
- Reserve & check out age appropriate curriculum related books from the public library regularly and in advance so to be prepared for lessons. **It helps to have books listed in lesson plans.
- Rotate fine/gross motor skills toys through the classroom at least monthly.
- Maintain upkeep on the heavily used areas of the classroom.
- Create individual working portfolios for each child with specified individual goals and items for working on.
- Make sure each child is treated equally and fairly while staying consistent with working and actions of interventions.
- In advance, provide supply list to appointed person. Create supply list within given budget and acquire supplies prior to lessons.
- Come up with and implement a system for celebrating each child's birthday in the classroom - birthday posters, snacks, etc.