



**Position: Lead Teacher**

**Supervisor: Center Director**

---

Hometown Child Care strives to instill in each child a desire for lifelong learning by the Learn Through Play Philosophy. Our emergent curriculum is defined as a process where teachers plan activities and projects based on the specific group of children they are working with. Our teachers take into account each child's skills, needs, and interests. Through this approach, teachers gain a greater understanding of each child's individual needs, allowing for thoughtful and individualized lessons and activities.

Lead Teachers plan, implement and participate in classroom, playground, and activities. These activities are designed to foster or enhance all areas of the child's development.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

### *Child Care*

- Provide a nurturing and respectful environment in which children can grow physically, emotionally, socially and intellectually.
- Assure that all children receive proper personal care and attention to their toileting/diapering, clothing and health needs.
- Build relationships with each child and be flexible and responsive to children's needs and interest.
- Encourage independence by eating with and assisting children to develop social and self-help skills, and sound nutritional practices;

### *Education/Curriculum*

- Guide and facilitate the activities of the children, including: daily activities, selecting and arranging equipment and materials in the classroom;
- Cooperate with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children;
- Guide children's acquisition of social skills;
- Maintain a safe and healthy developmentally appropriate environment;
- Complete expected and required child reports;
- Perform other duties, as may be required.

### *Safety & Security*

- Proactively identify and resolve potential safety and health hazards throughout the facility and create a safe and healthy environment for children of all ages;
- Maintain a clutter free room at all times;
- Report any suspected abuse to the Director in a timely manner;
- Complete incident reports

### *Cleanliness*

- Uphold Hometown cleanliness standards;
- Maintain a very clean environment practicing all policies and procedures;
- Ensure room is clean and cleaning checklist is completed every night while following closing procedures nightly;
- Follow proper procedures to limit the transferring of sicknesses;
- Be a positive role model for children by washing yours and child's hands, sanitizing tables and counters, sweeping, sanitizing toys and equipment, making sure bedding is kept clean.

### *Operations*

- Report progress of children to parents daily on their daily sheets, with verbal communication and bi-annual parent-teacher conferences;
- Maintain records on each child including but not limited to: daily observations, daily activities, daily sheets, daily sign in/out sheets, snacks/meals and attendance/timesheets;
- Maintain and keep Meal Participation forms accurately;
- Ensure that standard operating procedures for the center are followed and positively reinforced to others on the child care team;
- Report to the Director any damaged or lost materials.

### *Family Engagement and Satisfaction*

- Engage parents/guardians through open verbal and written communication;
- Proactively and professionally address and resolve parental concerns, keeping the Director informed of the issue and resolution. Escalate critical issues to the Director for resolution as needed;
- Communicate effectively and often with families to ensure consistent feedback regarding child's care and learning experience.

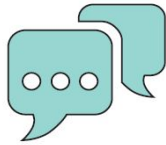
### *Leadership*

- Actively contributes creative ideas to grow and improve the learning center;

- Maintain a productive, positive, dynamic, engaging and fun working environment through a positive and fun-loving demeanor;
- Ensure new hires feel welcome and have a successful transition into the Hometown culture;
- No participation in gossip or negative conversations;
- Maintain confidentiality in all circumstances and a “need-to-know” mentality.
- Ensures the company core values are upheld and aligns everything with them:



WE ARE POSITIVE AND ENERGETIC.



WE HAVE OPEN DOOR COMMUNICATION.



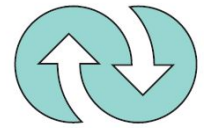
WE ARE RESPECTFUL OF THE CHILDREN, OURSELVES, EACH OTHER AND THE CENTERS.



WE ARE PASSIONATE ABOUT OUR CURRICULUM AND HAVING TIME TO PLAN.



WE BELIEVE IN PERFORMANCE COACHING AND FEEDBACK.



WE ARE CONSISTENT IN EVERYTHING WE DO.

- Models and leads staff based on our company's internal culture vision of: *Live and work with purpose and passion. Build a joyful community together where each of us matters. Always deliver our very best.*

## ESSENTIAL QUALIFICATIONS

### *Qualifications and Education*

- Must be at least 19 years old;
- Must meet all DCFS licensing requirements as required for a Lead Teacher
- High school diploma or equivalency certificate (GED)
- Certificate of completion of Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome (SBS) trainings
- Gateways Membership
- Certificate showing completion of Mandated Reporter Training
- Certificate of completion on the nature of Sudden Unexpected Infant Death (SUID), SIDS and safe sleep recommendations of the American Academy of Pediatrics.
- First Aid, CPR and Heimlich Maneuver certified

### *Physical Requirements*

- Proof of a physical examination within the last six months, which includes a tuberculosis test by the Mantoux method
- Comply with other background checks as required by the Agency and/or DCFS licensing

### *Additional Duties*

- Knowledge and experience with the basic principles of child development.
- Preferred Spanish-speaking.
- Personal qualifications as required in Part 407: Licensing Standards for Day Care Centers, emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities.
- Attend staff training and meetings, as requested;
- Complete timely and accurate time sheets;
- Successful experience working in a team setting.
- Ability to present a positive image of the organization to members of the community.
- Assist Lead Teacher in planning, organizing and implementing position responsibilities effectively, providing input.
- Visual and auditory acuity within professionally determined normal ranges, with corrections if needed.
- Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machines, and copiers.

## **AGREEMENT**

The above 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.

I have read and understand this job description:

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee**

**Signature:** \_\_\_\_\_