

Toddler Room Lead Teacher
OUR School Job Description

Position Summary: Provides daily care and instructional activities to children ages 6 weeks to 6 years in a licensed preschool environment.

Supervision: Position reports to and is supervised by the Director and is non-supervisory.

FLSA Status: Position is non-exempt from the U.S. Fair Labor Standards Act and the Colorado Wage & Hour Act and is eligible for overtime pay accordingly.

Hourly Pay Range: \$21 to \$22 per hour depending on certifications and relevant experience.

Experience and Education Minimum Qualifications to apply: Please see attached State of Colorado requirements chart.

Other Minimum Qualifications required to be employed as a toddler teacher:

A. Must demonstrate an interest in and knowledge of children and concern for their proper care and well being at all times.

B. Must be at least 18 years old.

C. Satisfactory completion of a criminal record check. The Criminal Background Check (CBC) Unit works in conjunction with the Division of Child Care, conducts fingerprint-based criminal background checks on employees, operators of licensed childcare facilities. These checks are required as part of the Child Care Licensing Act, which is governed by Child Care Licensing, Section 26-6-107(1) (a) (I) (A).

D. Must complete fifteen (15) hours of qualified training/coursework annually.

E. Submission of current records for all immunizations routinely recommended for adults by their health care provider.

F. Submission of a medical statement, signed and dated by a licensed physician or other health care professional, verifying that they are in good mental, physical, and emotional health appropriate for the position for which they have been hired. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment. This statement must indicate when subsequent medical statements are

required. Subsequent medical statements must be submitted as required in writing by a physician or other health care professional.

If, in the opinion of a physician or mental health practitioner, an employee's examination or test results indicate a physical, emotional, or mental condition that could be hazardous to a child, other staff, or self, or that would prevent satisfactory performance of duties must not be assigned or returned to a position until the condition is cleared to the satisfaction of the examining physician.

G. Must complete training in universal precautions within 3 months of employment at the center and at least every 3 years thereafter. Renewal of universal/standard precautions training may be part of the first aid training.

Job Duties:

I. Design, develop, and present age appropriate structured educational activities for children.

Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.

Collaborate with other teachers and the director in the development, evaluation, and revision of educational programs.

Arrange a classroom environment in accordance to program goals and philosophy
Remove and/or replace damaged or lost materials, toys, and furniture
Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.

Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.

Establish and enforce rules for behavior, and procedures for maintaining order.

Read books to entire classes or to small groups.

Coordinate and provide supervision of children on field trips.

Observe and evaluate children's performance, behavior, social development, and physical health.

Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with the Director.

Prepare materials and classrooms for class activities.

Serve meals and snacks in accordance with nutritional guidelines.

Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.

Adapt teaching methods and instructional materials to meet students' varying needs and interests, and developmental stage.

Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.

Demonstrate activities to children.

Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.

Plan and conduct activities for a balanced program of instruction, demonstration, and work/play time that provides students with opportunities to observe, question, and investigate.

II. Provide for the daily physical needs of children.

Maintain a clean, safe, and healthy interior and exterior environment at all times on center property.

Attend to children's basic needs by feeding them, dressing them, and changing their diapers, assisting with toilet training and use of facilities.

Teach proper eating habits and personal hygiene.

Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.

III. Perform administrative and miscellaneous duties.

Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.

Maintain accurate and complete student records as required by laws and/or center policies and procedures.

Report any suspected child abuse or neglect to the director IMMEDIATELY.

Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

Attend staff meetings and serve on committees as required.

Maintain confidentiality.

Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.

Maintain daily open communication with parents.

Maintain all applicable teacher qualifications as required in licensing regulations and submit certificates, letters, education and training certificates to Director as required.

Physical Requirements:

Physical Requirements: The physical demands described here are representative of those that must be met by a toddler teacher employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

General Physical (daily): Reaching, standing, sitting, typing, talking, climbing stairs, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, smelling, and seeing.

Lifting & Carrying: Frequently throughout the day, up to 50 lbs. unassisted. Up to 65 lbs. with assistance.

IMPORTANT NOTE: Nothing in this job description restricts the ability of *OUR School* to assign, reassign, or eliminate duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time due to reasonable accommodation or other reasons deemed appropriate by *OUR School*