

Reports to: Site Director & Executive Director

Job Purpose

The Lead Teacher is responsible for creating an inviting, stimulating, and safe program environment. The Lead Teacher prepares and facilitates TerraTime programs and supervises Senior/Junior Guides. As a child-care professional, the Lead Teacher is expected to contribute to a team-centered working environment that is friendly, respectful, open and honest. Team members work together to share ideas and to develop joint projects and activities. In addition, the Lead Teacher manages all aspects of the program in the absence of the Site Director, including scheduling, preparation, training, reporting, and corresponding with parents.

Responsibilities

- Works with the Site Director to schedule, plan and coordinate TerraTime programming.
- Develops, prepares and facilitates instructional programs.
- Coordinates and assigns program activities to Senior/Junior Guides.
- Oversees the daily schedule and makes changes when necessary.
- Supervises Senior/Junior Guide attendance and signs their timesheet.
- Work closely, cooperatively and amicably with all team members.
- Interacts with parents in a professional manner.
- Adheres and enforces TerraTime's policies and procedures.
- Models professionalism and promotes a positive image of TerraTime.
- Reviews supplies needed for successful implementation of lesson plans and informs the Site Director of deficits.
- Oversees physical space to maximize independence of children, provide a safe and stimulating environment, enable effective use of space, and provide an attractive and welcoming environment.
- Reviews children's medical and emergency contact information on each child in your care.
- Shows decisiveness in dealing with child-related incidents; makes decisions based on thorough understanding of health and safety policies. Submits accident forms to Site Director.
- Assist with the physical needs of students, including toileting, cleaning up after snack, assisting injured or ill students, etc.
- Alerts Site Director to any concerns about cleanliness, needed repairs, or safety.
- Assists in performance evaluations of Senior/Junior Guides.
- Assists the Site Director in scheduling and conducting regular staff meetings, for the purpose of discussing the progress of programs, the needs of individual children, lesson planning, program evaluation and problem solving.
- Participate in appropriate in-services, professional development, meetings, trainings and/or program functions as required.
- Ensures that TerraTime child rations remain 1:6 (under 5) or 1:8 (over 5) and, if not, inform the Site Director.
- Report problems and seeks advice from the Site Director and/or Executive Director when needed.
- Notify the Site Director if he/she must be absent or late for any reason.
- Performs other duties as assigned.

Qualifications

- Must be at least 21 years of age.
- Hold a degree in Education or related field and a minimum of one year's experience working in a leadership capacity with children. Candidates with an unrelated degree must have two years' experience working with children in a leadership capacity in an educational, summer camp or after-school setting.
- Current First aid/CPR training.
- Excellent communication skills, verbal and written.
- Honesty, integrity and commitment to confidentiality.
- Imagination and sense of humor.
- Has the ability to work independently and know when to request assistance.
- Possesses good leadership abilities and responsibility skills.
- Demonstrates appropriate behavior at all times.
- Patient, enthusiastic, self-controlled and dependable.
- A love for children and a strong desire to make a difference every day.
- Ability to build relationships with families and coworkers and create a dynamic environment where play and learning happens.
- Ability to speak, read, and write English.

Physical Requirements & Working Conditions

The Lead Teacher must:

- Be able to walk, bend, stand, squat or sit on the ground (with children) throughout a 5-hour day.
- Be able to lift children up to 50 pounds.
- Be able to see and hear well enough to keep children safe.
- Be able to physically respond quickly in an emergency.
- Be actively engaged and involved with children outdoors each day; including all ranges of temperatures or humidity levels, subject to safety guidelines.
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.