

Job Title: Early Learning Village (ELV) Lead Teacher for Toddler Program

Job Summary

The lead Teacher provides a safe, joyful and stimulating learning environment for the children. She/he maintains open lines of communication between the Early Learning Village (ELV) and the families. The lead teacher reports to the Early Learning Village Director.

General Qualifications, Education and Experience

Required: Must be a growing and connecting Christian who is nourished spiritually on a regular basis and applying biblical teaching. Must be at least 21 years old and meet the qualifications for the Teacher position as indicated on the Early Learning Village Salary Scale (with an educational and experiential background reflecting a strong understanding of child development and education).

Preferred: Associates or Bachelor's degree in Early Childhood Education or related field, two or more years of experience in child care

I. General Duties

- a. Follow all policies and procedures as outlined in the Early Learning Village Policy and Procedure Guide (ELVPPG), the Village Church of Gurnee Staff Handbook and the Village Church of Gurnee's Child and Youth Safety Policy.
- b. Carry out program philosophy and program objectives as outlined in the ELVPPG.
- c. Meet all requirements for professional development hours as outlined in the ELVPPG.

II. Teaching and Classroom Practices

- a. Understand and use positive behavior management techniques that help each child to feel emotionally safe and develop the ability to be self-disciplined.
- b. Supervise the children at all times by sight and sound.
- c. Observe children closely enough to be aware of any changes in behavior and health and/or developmental concerns.
- d. Provide a stimulating, cognitively challenging classroom environment that encourages exploration and experimentation for children of varying ability levels.
- e. Provide experiences and training to help children develop and practice good health/safety habits.
- f. Promote good hygiene through appropriate hand washing, diapering and sanitation techniques according to the ELVPPG.
- g. Develop and follow a daily schedule that incorporates good early childhood practices (a balance of child/teacher initiated activities - active and passive, appropriate and effective transitions, etc.)

h. Plan and execute appropriate learning experiences indoors and outdoors in accordance with the ELV's teaching philosophy, the philosophy of the National Association of the Education of Young Children (NAEYC) and the Illinois Birth to Three Program Standards.

i. Support the Assistant Teacher with supervising children in daily diapering/toileting needs as outlined in the ELVPPG.

j. Support the Assistant Teacher in maintaining a clean and safe classroom environment according to the standards set forth in the ELVPPG. Quickly wipe up spills to avoid accidents.

k. Plan and carry out special events as decided upon with the Director i.e. Christmas program, birthday celebrations, end of the year events, etc.

III. Lesson Plans and Communication

a. Write and speak using Standard English.

b. Create developmentally appropriate weekly lesson plans using the approved daily lesson plan format.

c. Turn in lesson plans to the Director as outlined in the ELVPPG.

d. Post approved daily lesson plans outside the classroom.

e. Provide lesson plans and prepped material for substitute teachers.

f. Interact with children in a respectful manner, valuing and accepting each child and treating him/her with dignity at all times.

g. Interact with colleagues, families and program visitors in a pleasant, professional manner, encouraging positive and cooperative working relationships.

IV. Administrative and Organizational Duties

a. Guide the Assistant Teacher and/or Aide with his/her responsibilities.

b. Maintain common supply areas in a neat orderly fashion, notifying the Program Director or Administrative Assistant of materials that need to be ordered or reordered.

c. Promote the needs of the facility for shared-use areas by maintaining the facility's appearance internally and externally.

V. Record Keeping and Family Meetings

a. Maintain proper records for each child as outlined in the ELVPPG.

b. Complete individual child assessments on an as needed basis determined by the classroom staff, program director, and families following the ELVPPG guidelines.

c. Appropriately lead meetings with families on an as needed basis determined by the classroom staff, program director, and families.

VI. Other Duties

- a.** Notify the Director or Administrative Assistant as soon as possible in the case of absence or tardiness.
- b.** Attend staff meetings and other scheduled events.
- c.** Perform all other duties as assigned.

Physical Requirements:

- a.** Be able to lift 30 pounds
- b.** Be able to bend, stoop or kneel to achieve children's eye level.
- c.** Be able to sit on the floor and/or child sized chairs.