

Title: Lead Teacher  
Department: Child Center  
Reports To: Child Center  
Director Pay Grade: 103



## Lead Teacher: YWCA La Crosse Child Center

The Lead Teacher is responsible for the planning, implementation, and evaluation of developmentally appropriate practices of the daily program and the supervision of Assistant Teachers, aides, and volunteers as designated by the Center Director. This will be done in accordance with the policies and procedures of the Child Center.

The Lead Teacher:

- Meets all state requirements for the position.
- Assists and supervises children during all activities.
- Respectfully guides children when social, academic, or adjustment challenges arise.
- Develops, plans, and prepares for the daily schedule with lesson plans, teacher-made enrichments, and materials for classroom activities. Promotes an atmosphere which allows children to develop as individuals in a group setting.
- Ensures that the appearance, cleanliness, and safety of environment of classroom are maintained. Develops a sense of organization in the classroom. Insures indoor and outdoor equipment is working appropriately.
- Assists children with meal times and clean up. Sits at the table with the children to encourage a family style atmosphere during meal times.
- Assists children (as needed) in toilet learning.
- Completed all daily classroom paperwork. This may include attendance records, accident and medical reports, and daily notes.
- Attends and participates in staff meeting and other Center events.
- Accepts temporary work assignments in the even regularly scheduled personnel are not available.
- Physically arranges the classroom into well-defined interest areas.
- Directs activities of other staff in the classroom to ensure the classroom functions in an orderly manner while maintaining a team type atmosphere.
- Communicates daily and in a professional manner with parents through conversation, daily notes, and parent conferences.

Professional Responsibilities:

- Attends staff meetings, trainings, and other events as requested by the Director and agency.
- Reports to work promptly and notifies Director in the event of illness or absence.

- Demonstrates appropriate judgement, initiative, and resourcefulness.
- Manages time efficiently and follows through on tasks.
- Remains open to positive suggestions and is open to accept constructive criticism.
- Observes confidentiality of students, parents, and program.
- Remains flexible to meet the daily demands of the Center.

Experience:

- Must be at least 18 years old
- Must have completed high school or its equivalent by the Wisconsin Department of Instruction
- Worked 80 days or 120 half days of experience as an assistant teacher in a licensed childcare center or other approved early childhood setting
- Must have completed at least 2 Department approved courses in Early Childhood Education or 2 non-credit department approved courses in Early Childhood Education

The job description for the position of Lead Teacher does not state or imply that these are the only activities to be performed by the employee holding this position. As needs of the organization change employees may be required to follow other and sometimes new job-related responsibilities. In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate disabled individuals. An individual seeking such accommodation should contact their supervisor. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

_____ Employee Signature	_____ Date
_____ Employee Print Name	_____ Date
_____ Supervisor Signature/Title	_____ Date

Revised 01/2019