

# Playmates Preschools & Child Development Centers, Inc.

Kenova  
304-453-4858

Lavalette  
304-523-4858

Huntington  
304-522-4858

Buffalo  
304-429-3988

Westmoreland  
304-429-4851

Ceredo  
304-908-3368

Ceredo Pre-K  
304-453-5998

Westmoreland Pre-k  
304-781-0053

**POSITION TITLE:** School-Age Lead Teacher

**REPORTS TO:** Site Director/Principal

**FSLA: Non-Exempt**

## **JOB SUMMARY:**

Under the direction of the Site Director, manage all aspects of the classroom or classrooms to which he or she is assigned responsibility. School-Age Lead Teacher functions as the front-line supervisor of Group Teachers and other non-management staff under limited authority. Incumbent assumes the duties of the Assistant Site Director in absence of the Site Director and Assistant Site Director. Responsibilities include but are not limited to, maintaining the safety of all Center students, maintaining order in the classroom(s), implementing the chosen curriculum according to posted schedules, greeting each parent and each child by name every time they enter the classroom, and assisting with other supplemental duties such as meals and cleanup as directed.

## **ESSENTIAL DUTIES:**

- Functions as the front line supervisor and communication liaison for all group teachers and other non-management staff under limited authority.
- In the absence of the Site Director, maintains responsibility for all Center functions.
- Supervises and insures the well-being of all children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Implements planned curriculum in detail for assigned classes.
- Ensures classroom environment meets accreditation standards including all required posted documents, schedules and plans.
- Ensures all staff has appropriate planning times.
- Ensures building maintenance through planning, implementation, and documentation.
- Assists in professional development planning for staff.
- Assists in the preparation of snacks and sitting with children while they eat.
- Keeps classroom, storage rooms, and bathrooms neat, clean, and orderly.
- Remains familiar with and follows all Center policies.
- Reports to Site Director any cases of suspected child abuse or neglect.
- Reports to Site Director any special needs or problems of individual children.
- Responsible for daily data collection and documentation as assigned by Site Director and/or funding requirements.
- Attends regular staff planning, training and evaluation meetings.

## **OTHER DUTIES:**

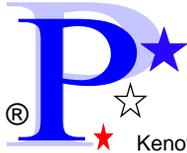
- Complies with the Privacy Policies of Playmates Pre-School and Child Development Centers, Inc
- Protects the confidentiality of private employee and customer information.

*Serving Families in Cabell and Wayne Counties for Over 25 Years*

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: [jbarkerplaymates@aol.com](mailto:jbarkerplaymates@aol.com)

September 1, 2013



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- Performs other duties as assigned by supervisor.

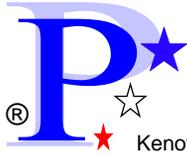
## POSITION QUALIFICATIONS:

- Bachelor's Degree in Education or equivalent with a minimum of 1-year experience in a child development setting.
- Master's Degree may be substituted for experience requirement.
- Two (2) Reference Information Forms on file with the licensing agency, attesting to the employee's character and relevant abilities.
- Certified in CPR and First Aid.
- Demonstrated ability to help children and families through transitions.
- Exhibited enthusiasm and energy towards the children, staff, and preschool.
- Possess a demonstrated record of attending continuing education seminars/workshops.
- Exhibit knowledge of state standards in program, staff, and facility.
- Possess a good understanding of fire, sanitation, and other agency requirements and comply with inspector recommendations.
- Demonstrated ability to develop and implement P-12 curriculum.
- Ability to work well with others.
- Ability to follow directions well.
- Computer skills.
- Leadership training (minimum of 12 college credits or 50 contact of approved leadership training)
- Philosophy compatible with the Playmates concept.

## PERFORMANCE RESPONSIBILITIES AND STANDARDS:

1. Functions as the front line supervisor for all group teachers and other non-management staff under limited authority.
2. In the absence of the Site Director, maintains responsibility for all Center functions.
3. Supervises and insures the well-being of all children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
4. Implements planned curriculum in detail for assigned classes.
5. Ensures classroom environment meets accreditation standards.
6. Assists in the preparation of snacks and sitting with children while they eat.
7. Keeps classroom, storage rooms, and bathrooms neat, clean, and orderly.
8. Remains familiar with and follows all Center policies.
9. Reports to Site Director any cases of suspected child abuse or neglect.
10. Reports to Site Director any special needs or problems of individual children.
11. Attends regular staff planning and evaluation meetings.

## ENTRY LEVEL COMPETENCIES:



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1. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).
2. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, PowerPoint, and ProCare.
3. Illustrates effective use of time management and organization skills to perform multiple tasks
4. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).

## PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

**JOB TITLE: SCHOOL-AGE LEAD TEACHER**

## PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING			X	
PUSH/PULL			X	
STANDING			X	
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		
TYPE/KEYBOARD		X		
IRREGULAR SCHEDULE		X		
OVERNIGHT TRAVEL	X			

## WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET		X		
NOISE		X		
DUST/DIRT	X			
POOR	X			



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<i>CONDITIONS</i>	<i>RARE</i>	<i>OCCASIONAL (25%)</i>	<i>FREQUENT (50%)</i>	<i>CONTINUOUS (75%)</i>
VENTILATION				
HEAT	X			
EXPOSED TO DISEASE	X			
ELECTRICAL HAZARDS	X			
ON CALL	X			

**I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR SCHOOL-AGE LEAD TEACHER AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.**

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR NAME

\_\_\_\_\_  
DATE