

## Union Public Schools Position Description

**Position Title:** Lead Instructor - Birth to three years of age  
**Department:** Teaching and Learning  
**Reports To:** Director of Early Childhood

**FLSA Designation:** Non-Exempt

**SUMMARY:** Responsible for the total classroom operation. Provide daily services to children, and their families, who are enrolled. Assist parents to understand the characteristics of normal development while giving them the knowledge to stimulate the learning and growth potential in their children. Provide and extend resources to parents in the area of education, health, nutrition, family goal setting, and crisis intervention.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Plans, supervises and implements the program for the class in conjunction with other staff. This includes lesson planning, activities, parent communication and daily reports sent home at the end of the day.
- Plans and coordinates activities to stimulate growth in cognitive, language, social and motor skills.
- Plans, develops and implements an individual daily schedule that is developmentally appropriate based on parental input and observations.
- Develops weekly lesson plans with objectives and individualization to meet each child's development needs.
- Provides high quality care on a daily basis in a safe, stimulating and nurturing environment.
- Plans for the ordered arrangement, appearance, décor and learning environment of the classroom.
- Gives each child the attention needed to assure his best welfare. This relates to toileting, sleep, play, activities, health, safety, etc.
- Gears the program to the needs of the individual child with concerns for his interest, developmental needs, special talents and individual style and pace of learning.
- Works with all children including those with disabilities and/or children whose developmental age or stage may be delayed (i.e., toileting, changing).
- Treats each child with dignity and respect.
- Provides appropriate climate to establish and reinforce acceptable behaviors, attitudes and social skills.
- Helps each child to become aware of his role as an integral member of the group.
- Records significant incidents and experiences (at least twice a month) for each child's portfolio.
- Conducts parent conferences and meets with parents as needed.
- Respect confidentiality at all times.
- Maintains accurate record keeping as required on service provided.
- Stays current on curriculum and instruction trends and research for young children.
- Completes 30 hours staff training, as required by the Department of Human Services. (DHS/STARS Program requirements).
- Assesses families' needs and connects families to appropriate agencies/services.
- Cooperates and seeks assistance from other professional staff members and volunteers.

- Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Conducts at least two parent conferences, per child, within the allotted time period.
- Plans a minimum of two parent activities with the families.
- Participates as a member of a class-based management team once a month or as required; maintain records and submit reports on children, daily attendance and files.
- Encourages parent involvement and maintain good parent/teacher relationships.
- Accessible to parents/community members to promote and strengthen home/school/community relationships.
- Works well with supervisors and other team members.
- Works with team to assure a clean and orderly room each day.
- Works with the school Principal in explaining the program to visitors and prospective parents.
- Assists with overseeing assistants and substitutes as directed by Supervisor/Principal.
- Assists the Principal in supervising other staff and in ensuring the smooth coordination of all classrooms, activities and staff and student inter-relationships.
- Maintains consistent and punctual attendance, including after school and/or evening activities.
- Works well with both supervisors and other members of the team.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises assistant teachers in classroom.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

The Lead Instructor is required to be at least 19 years of age and have one or more of the following:

- a) A high school diploma or general education degree (GED) and an Occupational childcare competency certificate for master teacher/lead teacher;
- b) A high school diploma or GED and current CDA (Child Development Associate) or CCP Credential;
- c) 30 college credit hours with 15 college credit hours in child development, elementary education, recreation, or closely related subject (coursework subject to approval by the OU Center for Early Childhood Professional Development and DHS Stars Specialist);
- d) Four-year degree from an accredited college/university with 6 college credit hours in child development, early childhood education, elementary education, recreation or closely related subject (coursework subject to approval by the OU CECPD and DHS);
- e) Two- or four-year degree from accredited college/university in child development, early childhood education, elementary education or recreation or other coursework that supports working with children, families and the community;
- f) A valid teaching certificate in child development, early childhood or elementary education from the Oklahoma State Department of Education.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Early Childhood Certification, associate degree in early childhood or CDA preferred, CPR/first aid, food handler's permit are required and may be obtained upon employment; plus, within first year of employment, CECPD (Center for Early Childhood Professional Development) Oklahoma Registry/Professional Development Ladder must be obtained; If CDA, must be maintained current.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and complete correspondence. Ability to effectively present information and respond to questions from groups. Communicate clearly with parents of young children about education and parenting issues.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of instructional programs; ability to plan and implement lessons based on instructional objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Thorough knowledge of normal child development from birth to 5. Knowledge of constructive parenting techniques that facilitates learning.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will regularly sit, walk and stand. Lifting and supervising young children will be required. The employee is frequently required to pick things up from the floor. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of the job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for the safety, well-being, or work output of other people. The employee must have the mobility to pursue or contain a child in order to prevent or eliminate danger to the child or others; as well as the ability to play gross motor games with children.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud in the presence of young children.