

Dates: _____

Lead Preschool Teacher: _____



My Time Kids: Lead Preschool Teacher

The Lead Teacher reports to admin staff and ultimately the Director of My Time Kids. The Lead Teacher will create a warm, nurturing, loving, and safe learning environment for the development of the whole child, where self-concepts are enhanced, independence is encouraged, and individuality is respected.

Key Duties/Responsibilities:

To offer a program that meets the emotional, physical, intellectual, and social needs of both the individual and group in accordance with the policies and philosophies of My Time Kids Academy.

- Interact with children in a positive manner
- Encourage involvement in learning activities through play (intentionally teaching)
- Prepare a warm, safe, and orderly environment in which children can grow, explore, and learn
- Ability to develop high-quality, developmentally appropriate lessons and activities to successfully engage children and foster physical, emotional, cognitive, and social development in students that reflect the goals and philosophy of My Time Kids
- Incorporate STEM in lesson time daily
- Incorporate music and movement in class time daily
- Establish and maintain good communication with parents through your daily board, weekly lesson plan posting, utilizing the BrightWheel app to send notifications, and twice a year at parent/teacher conferences, and/ or as needed
- Observe, record, and report significant individual and group behavior (using this information to develop classroom development plans)
- Assist children with restroom and toilet training needs
- Utilize appropriate, consistent, and positive discipline
- Attend staff meetings and recommended trainings/ conferences
- Attend parent group and My Time Kids Academy functions (including those off campus)
- Help students care for garden and animals weekly.
- Care for the classroom property and report necessary repairs
- Keep toys and equipment clean and in good condition (following State Licensing expectations)
- Carry out COVID Health & Safety protocols, duties, and precautions
- Maintain a neat classroom, "tour ready"
- Maintain a professional attitude and loyalty to My Time Kids when at work and in the community
- All other duties as assigned
- Abide by the policies in the Employee Manual and the guidelines of the Texas Department of Family and Protective Services Minimum Standards

Skills:

- Demonstrate strong and effective communication skills with co-workers, parents, and children
- Must possess a knowledge and understanding of developmentally appropriate practices for age of children in care
- Understand and show respect for confidentiality of co-workers, parents, and children
- Punctual, professional and dependable
- Strong leadership qualities and skills
- Demonstrate sound judgment when planning for children's safety and health
- Respect individual differences in children and parents
- Exhibit flexibility and a sense of humor
- Respond to and positively interact with children in their environment at their level
- Evidence of emotional maturity and stability
- Evidence of sufficient security and judgments to handle a crisis

Physical Requirements:

- Repetitive bending and stretching
- Climb up and down stairs daily (MTK1).
- Have mobility required to ensure safety of the children
- Work/ sit with children on the floor for extended periods of time
- Capable of safely lifting 40lbs.
- Work outdoors in a variety of weather
- Visual and hearing capabilities consistent with Child Care Licensing safety requirements
- Perform daily cleaning of classroom, common areas and restroom

State Requirements:

- Must be at least 18 years of age
- Obtained at least a high school diploma or GED equivalent
- CDA or bachelor's degree in early childhood education preferred but not required
- Must complete 8 hours of pre-service training and an orientation before program start date
- Acquire 24+ hours of annual training
- Must complete a background check
- Must complete an Affidavit for Application for Employment form as specified by TDFPS.
- Must complete/ submit all documents/ affidavits required by Childcare Regulation
- Must be able to lift children up to 40 lbs.