

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 and 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 lesson 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 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 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
- Complete COVID-19 mandated trainings as listed in Open Texas Document
- Must complete a background check
- Must complete an *Affidavit for Application for Employment* form as specified by TDFPS.
- Must be able to lift children up to 40 lbs.

**Work Days (circle all that apply):**      M      T      W      Th      F

**Hours:** \_\_\_\_\_ **Aftercare Days scheduled?** \_\_\_\_\_

**Rate of Pay:** \_\_\_\_\_ **Pay: Bi-weekly/ hourly or Salary:** \_\_\_\_\_

**Lead Teacher planning hours per payroll:** \_\_\_\_\_ hours per pay period

**Enrichment during school?**      **Y / N**  
**Employee Rate of Pay:** \_\_\_\_\_ **Contractor Rate of Pay:** \_\_\_\_\_

**Enrichment after school?**      **Y / N**  
 This is done as a third party/contractor. Contractors are responsible for billing, payment collection, hiring of employees/assistants, parent communication, and setting calendar for classes. My Time does not pay for afterschool enrichment and allows free usage of space for current employees ONLY to run a business. Contractors are responsible for their own taxes. Contractors not employed by MTKA will be responsible for a monthly space rental. Initials: \_\_\_\_\_

**Insurance and PDO for over 36 hours per week?**  
 MTKA pays ½ cost of policy:      **Y / N**      Marketplace/ BCBS      **Amount to be paid by MTKA:** \_\_\_\_\_  
**PTO days:** \_\_\_\_\_

X \_\_\_\_\_  
 Employee signature/ date

X \_\_\_\_\_  
 Lorie Baez/ Date