



Position Description RECC Lead Teacher

Purpose: RECC Lead Teacher is responsible for providing an effective learning environment that enables students to develop and achieve to their greatest potential.

Report To: RECC Director

Supervise: Educational Assistants, volunteers, college students, and student teachers as assigned.

Terms of Employment: Employed on a 38 week contract with salary and benefits as approved by the Board of Trustees.

Qualifications:

1. Experience working with children ages 3-5 (1 -2 years experience preferred).
2. Bachelor's degree in Early Childhood Education. If no degree, must commit to enrolling in 12 credit hours per year towards a Bachelor's degree in Early Childhood Education.
3. A strong understanding of child development and developmentally appropriate practice.
4. Strong oral and written communication skills and basic computer skills.
5. Excellent leadership, organizational, and interpersonal skills.
6. High energy and the ability to work well with others (staff, children, and families) to foster a team environment.
7. Ability to teach in a culturally responsive manner.
8. Infant/child CPR and First Aid certification.
9. Must clear full background check.

Responsibilities:

1. Create lesson plans based on curriculum, developmentally appropriate practices, early learning guidelines, reflective practices, and childrens' interests.
2. Plan individual and group activities to actively engage children and encourage social, cognitive and emotional growth.
3. Meet regularly with Early Childhood staff and when appropriate with Rehoboth Staff.
4. Maintain frequent communication with families. Plan and execute Family/Teacher Conferences.
5. Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and supervision of children.
6. Maintain accurate records, forms and files.
7. Maintain personal professional development plan and Continuous Quality Improvement Plan.
8. Welcome families/visitors into the classroom throughout the school year.
9. Help plan/attend Family Nights and other PreK events.
10. Lead by example; encourage teaching team success through modeling and coaching.
11. Ensure all center policies, state regulations, and New Mexico PreK Standards are met.
12. Participate in required professional development each school year
13. Duties as otherwise assigned.