



Family Promise of Gallatin Valley
Last Updated: 8/16/2023

Title: Early learning Center Lead Teacher
Classification: Non-Exempt; Hourly, \$22.00 - \$24.00 depending on experience
Reports to: Early Learning Center Director

What we're looking for:

- Passion for teaching young children with an energetic and creative approach
- Authentic, engaging, compassionate and flexible
- Knowledge of Early Childhood Development milestones (preferably NAEYC or MELS)

Job Summary:

The Family Promise Rising Stars Early Learning Center Lead Teacher will maintain the daily activities of the center classroom of which they are assigned. This could involve one of the three infant rooms and/or four preschool rooms. The lead teacher will be responsible for planning and implementing (teaching) daily curriculum, communicating with families, maintaining all documentation regarding students and classroom activities, ensuring the safety of students, and providing direct care.

The Early Learning Center Lead Teacher will uphold our Vision and Mission statements:

- The Family Promise Rising Stars Early Learning Center is a community-based center that will provide developmentally appropriate child care and early learning opportunities for infants, toddlers, and preschoolers.
- The mission of Family Promise Rising Stars Early Learning Center is to help families in our community achieve sustainable independence by offering a safe, trusting, accepting, respectful secure learning environment for their children, while offering family programming geared towards the unique needs of the families we serve.

Responsibilities and Expectations:

Administration

- Ensuring all documentation is properly completed and kept organized daily; including student attendance, daily health checks, diapering and potty forms, infant feeding forms, medication administration forms, child development records, parent forms, etc.
- Maintaining own proper documentation for licensing and training requirements

Family Involvement

- Day-to-day interactions at drop-off and pick-up with parents; providing a warm and welcoming environment our community provides
- Communication with parents on children's development, needs and other

Leadership and Management

- Provide positive guidance and leadership to Assistant Teachers, Substitutes and Volunteers on a daily basis
- Maintaining required ratios in the classroom
- Keeping classroom in good working condition involving: daily cleaning and sanitizing of the classroom, toys put away, bedding removed and laundered, proper food handling procedures followed, etc.
- Continuing open communication with Director and Assistant Director
- Maintaining the highest quality rating as defined by our STARS to Quality membership
- Effectively use assessment tools for the development progress of each child
- Maintain a strict confidentiality policy of records and information of families, staff, and children

Expectations

- Be flexible working in our dynamic environment with multiple distractions involving children of all ages, understanding our unique environment demands change
- Demonstrate the ability to collaborate with other facility staff, center families, program Director and Assistant Director
- Be committed to helping the center families and children gain resources and support to help them succeed in and outside our facility
- Be dedicated to Rising Stars vision and mission
- Create fun, interactive learning experiences which will enhance each individual child's development
- Motivated towards enhancing professional development

Knowledge/Skills:

Knowledge

Required Qualifications:

- At least 18 years of age
- A degree in Early Childhood Education, Elementary Education, or related field
OR Two or more years of experience within the early childcare field**plus 32 hours of ECP approved training (current on the PR at a lvl 2 or higher-will acquire within 30 days)
- Certification in first-aid and CRP training including child first-aid and CPR (acquire within 30 days of hire)
- Must be willing to be certified as a Lead Teacher qualified through Montana DPHHS
- Have some knowledge of the NAEYC milestones and early childhood development

Skills

- Maintain a high standard of professionalism and organization
- Proficient oral and written communication with staff, families, and the community effectively
- Ability to relate to a diverse, and sometimes vulnerable, population
- Intermediate to advanced computer skills

Employee, please sign and date _____

Supervisor, please sign and date _____