Position: Lead Teacher
Hours: As Assigned
Location: As Assigned
Status: Non-Exempt
Supervisor: Education Site Supervisor
Supervise: Teacher and Teacher Assistant/Bus Monitor

Position Summary:
Responsible for overall classroom operations in accordance with Head Start Performance Standards, Department of Early Education and Care Regulations, National Association for the Education of Young Children, and MA Department of Education Frameworks. Work with parents and community to implement individualized School Readiness goals. Ensure adequate bus monitor coverage for bus route.

Essential Qualifications:
Minimum Associates Degree in Early Childhood Education or related field and actively enrolled in Baccalaureate program with one year experience in appropriate early childhood setting. Department of Early Education & Care Lead Teacher certified (for appropriate age group of assigned classroom).

Essential Responsibilities:
- Demonstrate commitment to quality early care and education with sensitivity to the needs of culturally diverse families with lower incomes.
- Complete and maintain EEC Professional Qualifications Registry (PQR) and Individual Professional Development Plan (IPDP).
- Produce documentation of physical exam, MMR’s and TB risk upon hire and subsequently every two years. Obtain and maintain CPR and Emergency Pediatric First Aid certification according to EEC regulations.
- Demonstrate basic computer skills, including competent use of PCDC’s data system.
- Ensure the appropriate supervision of children, including implementation of PCDC protocols for the care of young children both in the classroom and on the bus.
- Ensure healthy and safe environments for young children.
- Provide support and guidance for teaching staff through ongoing supervision and monthly observation, including volunteers and interns, as assigned.
- Ensure completion of weekly curriculum, child anecdotal records, child assessments, home visits and family conferences.
- Engage with families in creating school readiness goals for children.
- Work with program and community specialists to implement goals through PCDC’s case management system.
- Fill in for bus monitor as needed, completing daily passenger logs, pre and post trip bus inspections.
- Cover for other PCDC classrooms as needed.
- Follow PCDC Standard of Conduct.
- Attend all appropriate program workshops and meetings, including site Family Meetings.
- Adhere to agency confidentiality polices.
- Maintain good in-house relationships with all other staff members.
Physical Demands and Work Environment:
The physical demands and work environment described above 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. The employee is frequently required to sit, stand, walk, talk, use a keyboard and climb stairs. The employee must occasionally lift and/or move up to 40 pounds. The employee must have the ability to drive a personal vehicle and program vehicles, as needed. Must be able to engage in activities that include bending, floor activities, and lifting young children 2 months to 5 years of age. The employee must have the ability to drive a personal vehicle and program vehicles, as needed. The noise level in the classroom is lively. The work environment is primarily an indoor classroom environment, with daily exposure to outdoor weather.

This list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the agency. Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record (C.O.R.I.), Department of Children and Families (DCF) background check and effective September 1, 2013 a Sex Offender Registry Information (SORI) and fingerprinting-based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check is to be completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verification of MMRs. Documentation of subsequent physical exams must be submitted exam every 2 years.