

Lead Teacher Job Responsibilities:

- Report to work on time, as scheduled by the Management and based on the Center's needs.
- Lead teacher shall be at least 21 years of age, have fulfilled a highschool program completion/equivalent and/or, have a endorsement in childcare
- Must have CDA, a bachelor's degree in early childhood education, social work, sociology or o other qualifications to meet the Center Requirements for Leading a classroom
- Be willing to work overtime or substitute in other classrooms as needed
- Help to manage a busy classroom environment and provide structured discipline to ensure everyone's health and safety .
- Responsible for the direct supervision of children and for implementation of the activities and services for a group of children.
- responsible for training assistant teachers and aides on balancing out duties and a proper flow of classroom management and modeling developmentally appropriate practice
- Createie, loving, caring environment to support children to achieve educational milestones and goals.
- Prepare lesson plans inspired by the Reggio Emilia teaching philosophy, using the LadyBug Academy lesson plan template, and implementing the LadyBug Academy program by the Program Director
- Update classroom boars, visuals, and decorations frequently
- Plan developmentally appropriate activity and projects for the children based on weekly themes.
- Design and maintain a clean, clutter-free, organized classroom environment to support children's education, health, and safety.
- Provide constructive feedback to parents, on a regular or as-needed basis during the hours of operation, and reporting on children's progress, and daily learning activities with Brightwheel software
- Following Brightwheel post standards as directed by Management
- Learn and follow all center policies as listed in the Staff Handbook and Virginia Department of Education, health, and safety.
- Responding to parents' messages and concerns daily during working hours, if needed.
- Participating in staff meetings and completing mandatory training.
- Assuring the safety and well-being of all children by active, all-time supervision
- Following the assigned classroom schedule
- Assisting and actively supervising children while using bathrooms, and/or changing diapers as needed.
- Equally dividing the workload and actively communicating with other staff in the classroom
- Being respectful, and kind to all LadyBug Academy Staff members and teachers.

Applicants must meet the following requirements:

- Willing to obtain First Aid/CPR certification if needed.
- Have current negative Tb test and undergo/pass a CPS and criminal background check, as well as complete Child Abuse and Neglect Training.
- Complete all assigned BKC training before teaching in a classroom.
- Must be responsible, punctual, energetic, and must love interacting with children.
- Available to work a consistent schedule (schedule to be determined based on job vacancy needs). Flexible hours to be discussed.
- Willing to work overtime, as well as occasional weekends (such as open house days), depending on Center's needs.

Applicant Name: _____

Applicant Signature: _____

Date: _____