

## Job Announcement: **TODDLER LEAD TEACHER**

Classification: Full-time, hourly

To apply: Send resume' and cover letter to [doutten@macac-inc.org](mailto:doutten@macac-inc.org)

Mount Ararat Community Activity Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## **Job Description**

The Lead teacher is responsible for providing high quality programming for children ages Infant-5 years old. The Lead teacher will implement developmentally appropriate and culturally appropriate practices and intentional learning for children. The Lead Teacher is responsible for paperwork and other classroom management duties.

## **Responsibilities and Duties**

- The Lead Teacher will be accountable for managing the classroom **daily**.
- The Lead Teacher will be responsible for maintaining a safe and healthy environment **daily**, including reporting anything that is broken or in need of repair.
- The Lead Teacher will be responsible for **daily** supervision regulations- maintaining ratio, being with your children at all times, not being on your personal cellphones, and have your attention on the students,
- The Lead teacher will alert Administrative Staff about children's absences after (2) consecutive days.
- The Lead Teacher will complete **daily** attendance and meal counts.
- The Lead Teacher will attend all staff meetings and in-service days.
- The Lead Teacher will maintain each child's emergency contact form **every 6 months or as needed**.
- The Lead Teacher will design **weekly** lesson plans that align with the Pa Early Learning Standards.
- The Lead Teacher will complete OUNCE and Worksampling for children 3 times a year. **(October, February, and May)**
- The Lead Teacher will complete Ages and Stages within the first 45 days of enrollment for each child.
- The Lead teacher will comply with DHS, STARS, MACAC, Early Head Start, and Head Start policies and standards.
- The Lead Teacher will complete all required trainings for STARS (24) hours and DHS (12) **annually**.

- The Lead Teacher will be responsible for all postings including 2 weeks of menu's, parent articles, also student allergies (hanging confidentially), emergency numbers by phone, schedules, and cleaning checklist.

## **Qualifications**

- Master's or Bachelor's Degree in Education or a Associates Degree in Early Childhood Education or a related field
- 2 years of experience teaching in a child care setting.
- CPR adult and pediatric- recertify every 2 years
- Fire safety- recertify annually
- Current FBI, Child Abuse, Criminal History, National Sex Offender, and Health Assessment and TB shot.