



JOB DESCRIPTION

TITLE: Lead Toddler Teacher

COLLEGE/SCHOOL/DEPT: Early Learning Center

DATE PREPARED: September 2018

REPORTS TO: Chair, Early Childhood Studies/Dir.,ELC

FLSA: Non-Exempt

POSITION SUMMARY:

Lead Teacher is responsible for providing an early childhood education program for a group of three and four year old children. The Lead Teacher addresses all areas of development and meets the individual needs of each child. In partnership with parents, the Lead Teacher observes and assesses children's development, plans children's curriculum based on child development knowledge, designs the learning environment, and implements and supervises developmentally appropriate learning activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Develop an indoor and outdoor learning environment that provides a variety of age appropriate experiences to foster child exploration and discovery.
3. Use a curriculum framework and curriculum tools that provide opportunities for each child to meet learning expectations that prepare children for success in school.
4. Establish a daily routine that includes time for small group and large group activities, encourages creative expression, and incorporates health and nutrition development as part of daily activities.
5. Work with parents to plan culturally appropriate curriculum that supports children's learning styles and interests.
6. Assure parent input into menus.
7. Support children's social and emotional development through positive child guidance approaches and the development of positive relationships in the classroom.
8. Assess each child's learning needs through screening, observation, ongoing assessment and the development of individual learning plans. Report on at least one child outcome to the Department of Early Learning.
9. Lead the classroom team that can include an Assistant Teacher, Classroom Aide and Family Support Specialist in collaboratively working with children and families. Provide direction to staff as needed.
10. Have parent conferences with each child's parent(s) for a minimum of three hours a year to partner in learning goals, develop coordinated learning support strategies and involve the parent(s) in the child's preschool experience.
11. Establish and maintain confidential, accurate and timely information on each child's development and program participation. Maintain confidentiality.
12. Incorporate parenting training and parent leadership in program activities.

13. Use video communication systems and classroom video recordings for inter-site communication, professional development and potential parent leadership training.
14. Participate in community assessment activities and an annual program self-assessment. Use information in ongoing program improvement.
15. Uphold the Heritage University Mission Statement.
16. Handle confidential information with tact, discretion and in compliance with FERPA regulations.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. **Knowledge:** An associate or higher degree (Bachelor degree preferred) with the equivalent of 30 college quarter credits in early childhood education, **OR** A valid Washington State Teaching Certificate with an endorsement in Early Childhood Education (Pre-K-Grade 3) or Early Childhood Special Education.
- B. **Skills:** Experience working with families and adult learners. Demonstrated ability to build positive relationships with children. Demonstrated ability to work efficiently within a team. Demonstrated organizational skills and commitment to follow through on tasks with a minimum of supervision. Demonstrated ability to use sound judgment in critical and adverse situations. Demonstrated ability to work with people, including parents, social service providers and school district personnel.
- C. **Abilities:** Work in a preschool classroom setting arranging furniture and classroom learning areas. Ability to lift fifty pounds. Able to perform stationary routine and repetitive functions for extended periods.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover Letter
- Resume
- List of References (names, addresses & phone numbers of 3-5 current professional references).
- HU Employment Application

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948