



## JOB DESCRIPTION

**TITLE:** Lead Preschool Teacher

**DEPT:** Early Learning Center

**REPORTS TO:** ELC Program Manager

**FLSA:** Non-Exempt

**SALARY:** \$34,653 - \$40,144

### **POSITION SUMMARY:**

The Heritage Early Learning Center Education Lead Teacher is responsible for providing an early childhood education program for a group of 1–5-year-old children that meet the early childhood education standards of the HUEL. 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. Develop an indoor and outdoor learning environment that provides a variety of age-appropriate experiences to foster child exploration and discovery.
2. Use a curriculum framework and curriculum tools that provide opportunities for each child to meet learning expectations that prepare children for success in school.
3. 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.
4. Model appropriate and respectful behavior to the children and fellow staff.
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.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. An associate or higher degree with the equivalent of 30 college quarter credits in early childhood education, AND
2. A current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition, OR
3. A valid Washington State Teaching Certificate with an endorsement in Early Childhood Education (Pre-K-Grade 3) or Early Childhood Special Education.

**Preferred Qualifications and Skills:**

1. A Bachelor's Degree or higher degree in early childhood education.
2. Demonstrated ability to build positive relationships with children.
3. Demonstrated ability to work efficiently within a team.
4. Demonstrated computer skills, organizational skills and commitment to follow through on tasks with a minimum of supervision.
5. Demonstrated ability to use sound judgment in critical and adverse situations.
6. Demonstrated ability to work with people, including parents, social service providers and school district personnel.

**Working Conditions/Physical Requirements:**

1. Work in a preschool classroom setting arranging furniture and classroom learning areas.
2. Have the ability to lift up to fifty pounds.
3. Be able to perform stationary routine and repetitive functions for extended periods.

**Employment Requirements:**

1. Successful completion of a criminal records and fingerprint background check.
2. Valid certificate in CPR and first aid, HIV training, child abuse and neglect training, training on emergency preparedness, have a TB test to meet state health requirements, and have a current food handler's card.
3. Current Professional Record in MERIT (via Department of Early Learning, WA)

**BENEFIT PACKAGE (benefit eligible is at least .75 FTE):**

- Health Benefits – medical, vision, prescription, and dental
- Life insurance
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Programs
- Additional plans are available for purchase. This includes AFLAC and additional life & AD&D insurance.
- Many other employee engagement programs.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

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

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or  
Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

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