

BRIEF JOB DESCRIPTION

TITLE:

Group Supervisor/Lead Teacher (GS/LT)

DESCRIPTION:

The GS/LT is responsible for the care and education of a group of children as part of a teaching team and functions as a team leader or co-leader. The GS/LT plans and implements the curriculum and, with active participation of other members of the teaching team, works with parents and assesses the needs of individual children.

ACCOUNTABILITY:

The GS/LT reports to the Director and Assistant Director.

ACCOUNTABLE FOR:

Assistant Teachers, Aides and Classroom Volunteers

MINIMUM EDUCATIONAL/EXPERIENTIAL QUALIFICATIONS:

Successful completion of an associate degree from a program conforming to NAEYC's Guidelines for Early Childhood Education Programs in Associate Degree Granting Institutions (1985b) or successful completion of an associate degree in a related field plus 30 semester hours of professional studies in early childhood education including 300 hours of supervised teaching experience in an early childhood program.

Three years of full time experience working with children in a structured educational environment.

QUALIFICATIONS:

Physical

Ability to hear the conversation voice, with or without a hearing aid
Ability to see and read newsprint with or without corrective lenses
Ability to speak and be understood under normal circumstances
Ability to lift and carry children and other items weighing up to 50 pounds or more
The use of arms, hands, legs and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies

Professional

Ability to conduct oneself with a calm and respectful manner
Ability to handle difficult situations with a calm and respectful manner
Ability to function in an a diverse environment requiring tactfulness and sensitivity
Ability to maintain confidentiality of all information pertinent to child/parent/staff

Interpersonal

Ability to interact with individuals in a positive, professional and productive manner
Ability to function within a team player environment

RESPONSIBILITIES/DUTIES:

To establish and maintain a safe and healthy environment
To advance physical and intellectual competence
To support social and emotional development and provide positive guidance
To establish positive and productive relationships with families
To ensure a well-run, purposeful program responsive to participant needs
To maintain a commitment to professionalism