

## **Easterseals Washington**

### **Job Description**

**Job Title:** Lead Teacher I

**Department:** Child Development

**Accountability:** Reports to the Director of Child Development or as assigned

**Position Summary:** The Lead Teacher I plans, implements, evaluates, and supervises developmental classrooms for children, including children with disabilities and their peers without disabilities when applicable. He/She will act as case manager/service coordinator for each child in the class by consulting with parents and other staff to promote and ensure appropriate programming.

#### **Duties and Responsibilities:**

- Plan, implement, evaluate and supervise a developmentally appropriate and inclusive educational curriculum for young children
- Work within a multi-disciplinary framework with therapists, teachers and support staff to ensure an effective instructional and therapeutic program
- Serve as case manager/service coordinator for each child in the classroom
- Plan classroom program activities in accordance with the philosophies and policies of the Center and best practices
- Plan for and use instructional methods which motivate and enable each child to achieve learning objectives
- Establish and maintain the environment required to motivate and enable each child to achieve learning objectives
- Consult with therapy staff regarding appropriate intervention techniques related to each discipline (OT, PT, speech)
- Ensure that classroom therapy goals are implemented
- Maintain weekly lesson plans and progress notes
- Supervise and evaluate teacher's assistants and volunteers in the performance of their duties as assigned by the Director of Child Development
- Ensure following Child and Adult Care Food Program guidelines and conduct accurate documentation
- Actively participate in staff meetings, parent meetings, in service training, program meetings and team meetings
- Participate in planning parent training, parent meetings and workshops
- Coordinate general classroom housekeeping duties, including: preparing snacks, feeding children, pottying and diapering children and general clean up, etc.
- Complete and maintain all other required documentation and records
- Perform any childcare related duties as assigned
- May be asked to be in charge of the program for a limited period of time when the director and assistant director are not available

#### **Skills and Educational Requirements:**

- A high school graduate or the equivalent
- Prior experience working with children with disabilities preferred
- Current CDA or Initial EC Certificate (12 credits in ECE and ECE Short certificate (20 credits in ECE).  
*(Note: 10 hours of education equals one credit in ECE).*
- At least 18 years of age or older

- Ability to independently instruct a group of children for a limited time
- Must complete Easterseals Washington (ESW) Corporate Orientation and CDC department orientation training
- Must pass Washington State Department of Early Learning (DEL) background check (and federal background check if applicable) and maintain background check compliance
- Must provide documentation of Tuberculosis (TB) testing or treatment as specified in the WAC 110-300-0105
- Must provide documentation that satisfies Washington State's Measles, Mumps & Rubella (MMR) vaccination requirements
- Must have and maintain a valid hands-on Basic Life Support (BLS) certification
- Attain a valid food handlers permit and blood borne pathogens certificate within 30 days of hire and maintain certifications
- Thirty hours of Basic STARS training and maintain compliance with continuing education requirements
- Must be registered with MERIT, Washington State's Online Portal
- Must communicate well with children, families, employees and stakeholders
- Commitment to Easterseals' Purpose Statement: Changing the way the world defines and views disabilities by making profound, positive differences in people's lives every day
- Must have proof of U.S. citizenship or right to work
- Complete all training and certifications required by state licensing

#### **Inter-relationships:**

The Lead Teacher I will interact with supervisors, coworkers, direct reports, children, and parents on a regular basis. A professional demeanor and flexible approach are required, as is knowledge of who to refer to when faced with an unfamiliar issue.

#### **Working Conditions:**

Duties will be performed in the classroom, the kitchen, and on the playground. Occasional travel to other offices and/or childcare facilities may be necessary.

- Able to lift up to 40 lbs. up to 20 times per day
- Ability to frequently change position: stand, sit, stoop, kneel, bend, and carry children
- Must be highly flexible and adaptable, able to respond quickly to the changing needs of children, families and ESW
- Work hours may vary to meet the needs of the children

**Prepared By:** Vice President of Programs

**Approved By:** Vice President of Human Resources

**By signing below I acknowledge that I fully understand and accept these job requirements.**

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Employee Print Name

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Employee Signature

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Date