



CENTRAL COUNCIL
tingit and haida indian tribes of alaska
ANDREW P. HOPE BUILDING
320 West Willoughby Avenue • Suite 300
Juneau, Alaska 99801-1726

JOB DESCRIPTION LEAD TEACHER

INFORMATION

Job Class: Lead Teacher
Department: CCTHITA
Location of Work: Varies
Salary Grade(s): 8
Hours of Work: 8:00 a.m. – 4:30 p.m.
Employment Category: Regular Full-Time

Class Status: Active
Type of Position: Non-Exempt
Covered Position: Yes
Prepared by: Martha Corpuz
Approved by: *John E. Hill*
Effective Date: 08/24/2009

PURPOSE

This position is responsible for the overall operation of the Head Start Center involving and ensuring that the Center operates in accordance with the Head Start Performance Standards.

REPORTING RELATIONSHIPS

Reports To: Site Supervisor
Supervises: Two to four staff, volunteers, and parents when present within the classroom.
Liaison To: Facility landlord.

ESSENTIAL FUNCTIONS

- Responsible for maintaining working knowledge of the Head Start performance standards for every program component, and any applicable State of Alaska statutes relating to childcare.
- Responsible to ensure that center provides wrap around services for each child in accordance with the requirements of all Head Start components.
- Responsible to coordinate the local child recruitment activities to ensure that the center is fully enrolled either at the beginning of each Head Start year or within 90 days of the beginning of each year.
- Provide day-to-day supervision, coaching, guidance, and training for classroom teacher aides and volunteers.
- Manage classroom operations;
- Ensure policy and procedures are properly applied and interpreted by classroom teachers.
- Work in a team setting with all staff to determine the needs of children and provide guidance and direction to meet the individual needs of children.
- Meet regularly with classroom teachers to prepare lesson plans, classroom management, menus, and to discuss progress and problem-solve issues that relate to the program.
- Observe and evaluate teacher's classroom effectiveness, according to program schedule, policies and procedures.
- Develop and monitor individual staff training plans, assess training needs and participate in the annual pre-service.
- Ensures that four family home visits take place with each child's family per year, according to program schedule.

- Plan and participate in monthly classroom parent meetings, and provide technical support and guidance for the center's parent policy representative.
- Report to work at scheduled time, work schedule will be determined by Site Supervisor. Maintain good attendance. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities.
- Responsible for identifying a substitute in your or your staff's absence, first utilizing parent volunteers then paid substitutes.
- Continue professional growth by participating in ongoing Early Childhood Education, training programs, and workshops/conferences, and an annual pre-service, as budget allows.
- Ensure that the building, grounds, and equipment are kept in a clean and safe condition, and ensure that all fire and sanitary inspections are completed annually.
- Ensure that Center and bus evacuation plans are developed/updated annually, while conducting monthly evacuation drills (classroom and bus).
- Complete and provide annual classroom inventory and supply orders in line with projected budget for the Center.
- Ensures that consumables are purchased and replenished in a timely manner.
- Work with local school district, public health, and other community agencies to improve services for Head Start children.
- Perform other duties as assigned and reasonably within the scope of duties listed above.

DECISION MAKING AUTHORITY

Spending Authority: None

Other Authority: None

NECESSARY SKILLS AND KNOWLEDGE

- Knowledge of applicable state and federal laws and requirements,
- Working knowledge of Head Start performance standards and requirements.
- Ability to work effectively with executives, directors/managers, supervisors, employees and employee representatives.
- Excellent Project management, conflict resolution, administration, management, and organizational skills.
- Ability to maintain accurate, complete, and confidential records.
- Familiarity with word processing, spreadsheets, and database software.
- Proficiency in computerized record keeping and reporting.
- Excellent oral and written communication skills.
- Knowledge of family dynamics, adult learning, and community resources.
- Knowledge of child development concepts and skilled at putting them into practice.
- Valid Alaska Driver's License,

MINIMUM QUALIFICATIONS (education, experience, skills)

- AA in Early Childhood Education, equivalent degree of experience.
- Three (3) years experience working directly with young children in a preschool classroom;
- Two (2) years of supervisory experience of one or more staff members;
- Valid Alaska Driver's license, and have reliable personal transportation

PREFERRED QUALIFICATIONS (education, experience, skills)

- Bachelor's degree in Early Childhood Education, (in addition to experience requirements above)
- Current 1st Aide/CPR certificate (Must attain within 90 days).

