

JOB DESCRIPTION: Early Education – Lead Teacher

Della Lamb Community Services exists to empower its clients to meet the challenges of education, employment, and self-sufficiency in an ever-changing world. Della Lamb is a National Mission Institution in a covenant relationship with the United Women in Faith and an agency member of the United Way of Greater Kansas City. We strongly believe in the dignity of all people and strive to live out our values of LIGHT: learning, integrity, gratitude, health, and togetherness.

Della Lamb is looking to hire lead teachers for its early education program. The Lead Teacher is responsible for providing a developmentally appropriate educational environment and is accountable for their classroom management and operation. Major responsibilities include appropriate interactions with children, communication with parents, collaboration with the Program Director, completion of periodic assessments, and implementation of policies and practices as outlined by Della Lamb and early education guidelines.

This position requires a commitment to teamwork, patience, adaptability, servant leadership, humility of spirit, a strong work ethic, and a commitment to learning and growth. This position reports to the Early Education Director.

Core responsibilities include, but may not be limited to, the following:

- Maintain a neat, clean, classroom environment and a professional personal appearance.
- Build positive relationships with students, staff, and parents. Create and foster a positive learning environment.
- Actively participate in regular professional development activities, both internal and external. Obtain 18 hours of professional development each year.
- Take part in a collaborative professional team environment, working with other teachers and administrators to develop, implement, and refine instructional practices.
- Follow the Creative Curriculum, Conscious Discipline, and developmentally appropriate practices. Develop and implement lesson plans in conjunction with the Assistant Teacher.
- Create daily lesson plans that meet the individual needs, interests, and abilities of students. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Complete developmental screenings and any other screenings when a new child enters the classroom. Complete DRDP Assessments for each child three times per school year. Maintain accurate, complete, and correct records as required by law, school policy, and administrative regulation.
- Report pertinent behavior to the Early Learning Director immediately.
- Participate in the discussion of special needs of individual children with teaching staff supervisors, specialists, and parents. Provide necessary documentation for referring children.
- Conduct all required parent/teacher conferences. Solicit parents' assistance; explain and promote parent involvement through participation and activities.
- Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Prepare and help maintain the center for licensing and accreditation requirements.

- Maintain accurate attendance and meal records.
- Practice family style serving (eat meals with the children) daily.
- Embrace Della Lamb values of learning, integrity, gratitude, health, and togetherness.
- Perform other duties as assigned.

The ideal teacher will have:

- Experience teaching early childhood/elementary grades.
- Excellent organizational skills and ability to coordinate multiple tasks and activities.
- Excellent communication/interpersonal skills as well as a desire to collaborate with various stakeholders to help develop a strong school community.
- The desire to continue professional development. Openness and willingness to receive feedback and coaching instruction.
- Excellent work ethic, positive attitude, flexibility, and willingness to perform tasks assigned.
- Relentless determination to do whatever it takes to help students succeed.
- Ethical behavior and hold confidentiality of information about students and teachers in the school environment and community.
- Able to effectively use a laptop, tablet, and phone app to effectively engage with parents, complete developmental milestone assessments, and record daily activity.

Professional Qualifications and Physical Requirements:

- Minimum of CDA. Associate's Degree in Early Childhood Education preferred.
- 3 years of experience in infant/toddler or Pre-K classrooms preferred.
- Certified in First Aid and CPR
- Successful background check
- Excessive climbing, walking, bending, stretching and sitting on floor with children.
- Exposure to childhood illnesses and diseases.
- Exposure to varying outside temperatures (heat and cold).
- Must be able to lift 50 lbs.