



City of Larkspur

LEAD TEACHER SENIOR LEAD TEACHER

DEFINITION

Under general direction, the Lead Teacher/Senior Lead Teacher of the Twin Cities Children's Center, (the Center), design and implement daily activities to provide child care programs to the community of Larkspur, and perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Teacher is a journey-level position reporting to the Director of the Children's Center. The incumbent is expected to design and implement child care programs and carry out related operational activities. Incumbents work independently in carrying out assignments and utilize good judgment in decision-making. Assignment as a Senior Lead Teacher may occur once an incumbent meets the established criteria and is assigned to regularly and independently perform Center-wide administrative assignments. Such assignments, while generally long-term, are not necessarily permanent, and incumbents may alternate assignments as a Lead Teacher or a Senior Lead Teacher as a result.

SUPERVISION RECEIVED AND EXERCISED

The Director of the Center provides supervision for these positions. There are no direct reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following:)*

All incumbents may perform the following:

- Develop and implement programs, art projects, and enrichment programs
- Oversee childcare program and the Pre-K Program as needed
- Consult with parents and consultants
- Attend staff meetings and public relations events
- Participate in recommended training programs, conferences and classes
- Assist Director in ordering materials and equipment
- Assist in public relations events sponsored by the Center
- Maintain, clean and organize the Center
- Prepare snacks for participants
- Report to Director or Assistant Director any issue regarding safety or quality of the Center

In addition, incumbents assigned as Senior Lead Teachers are expected to:

- Collect and record fees, daily rosters, enrichment documentation and other required recordkeeping
- Participate in training, supervision and evaluating of all teachers and assistants.
- Prepare accident and injury reports

- Design website and serve as webmaster; conduct other informational or marketing outreach activities as assigned

REQUIREMENTS

Knowledge of

- General knowledge of Child Care center standards, best practices, and resources to guide the selection, maintenance, and implementation of programs, projects and enrichment classes.
- Knowledge of applicable federal, state, and local laws, codes, rules, and regulations, pertaining to child care centers.
- Comprehensive knowledge of organizational policies, procedures and objectives as they relate to the Children's Center.
- Knowledge of service needs and issues and the culture of the Larkspur community.
- Knowledge of program planning and implementation
- Knowledge of Microsoft Office suite

Skill/Ability in

- Ability to provide effective leadership in groups
- Ability to represent the Center when meeting with parents and consultants
- Ability to learn and utilize new technology, methods, and techniques
- Ability to effectively apply knowledge of teaching to the delivery of programs and classes.
- Use of basic office equipment and kitchen appliances
- Ability to communicate effectively with co-workers, parents, and the public
- Ability to establish and maintain cooperative working relationships
- Skill in resolving conflicts
- Ability to understand and apply policies and procedures, and adhere to program standards and objectives
- Ability to organize own work, setting priorities and meeting critical deadlines
- Skill in exercising sound independent judgment

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to early childhood education to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Possession of at least 12 college-level educational units of Early Childhood Education or Recreation coursework AND at least 6 months of work experience in a nursery school, child care center, or similar organization. Experience in training staff or volunteers is highly desirable, as is a Bachelor's degree in Recreation, Education or Early Childhood Education.

In addition, qualified candidates must:

- Possess valid CPR and First Aid Certificates within three months of appointment
- Pass a fingerprint screening and background check

- Pass a physical exam and show proof of T.B. clearance within the last two years
- Show proof of citizenship or eligibility to work in the United States
- Summer Driver: Must have a Class B Driving License and clean DMV record

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping, running and bending in the performance of daily activities.
- The employee will occasionally be required to climb or balance or crawl.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is occasionally loud.
- Hours of employment are determined by the enrollment needs of the Center.
- Position requires working split shifts when necessary.
- Vacation leave is scheduled during the summer only except for school breaks.

OTHER:

FLSA Status: Non-exempt
Bargaining Unit: Larkspur Miscellaneous Employees Association
Approved by: City Manager Dan Schwarz
Date: November 13, 2012