

TOWN OF HAMDEN
Preschool Lead Teacher

Non-Classified/Non-Competitive
Department: Youth Services

Non-Bargaining Unit
Salaried 40 hours

Position Overview: The Preschool Lead Teacher will develop and implement the curriculum which supports children's development socially, intellectually, linguistically, physically and emotionally in a manner appropriate for children ages three to five years old. She/he will facilitate and coordinate a high quality early learning program that incorporates evidence-based curriculum and instructional activities. The Preschool Lead Teacher will also be responsible for promoting parental involvement and providing support for the healthy development of the parent child relationship. The Preschool Lead Teacher will be held responsible for the successful implementation of all program requirements in compliance with the outcomes and standards identified by Hamden Youth Services Bureau, Connecticut Early Learning and Development and other contractual funding sources.

Supervision Received:

The Preschool Lead Teacher reports to the Preschool Program Director and/or the Youth Services Coordinator.

Supervision Exercised: Will provide supervision to classroom Preschool Teacher and Preschool Assistant Teacher.

Essential Job Responsibilities: The Preschool Lead Teacher is responsible for the daily operation of a classroom. The key responsibilities are:

1. Curriculum Planning and Evaluation

- Plan and implement a curriculum that is child-centered, developmentally appropriate, open ended, process oriented, and inclusive.
- Develops and maintain an attractive and engaging environment that encourages independence and self-selection of activities. Creatively rotates materials and displays in learning centers on a consistent schedule.
- Provides early learning experiences in literacy, language, mathematics and problem solving, sciences, social studies, physical education, fine arts and foreign language
- Demonstrates cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Meets with Teacher and Assistant Teacher to review lesson plans, individual children's goals and plans and assign best practice teaching strategies.
- Conducts individual and small group instruction designed to meet the needs of the children.
- Utilizes the playground as an extension of the classroom experience.
- Assists in implementing an I.E.P (Individual Education Plan)
- Verifies the completeness, accuracy and timely documentation of confidential individual children's files and program records.
- Works with the Program Director to achieve and maintain National Association for the Education of Young Children Accreditation.

2. Assessment

- Provides ongoing leadership and guidance through constructive feedback and assessments of all Preschool staff being supervised.
- Actively observes children and maintains documentation of each child's progress and growth using the Preschool Assessment Frameworks and CT Early Learning and Development Standards and other tools as identified.
- Establish goals for each child with parent/guardian input. Update goals based on ongoing assessment
- Collect anecdotal notes and portfolio items to assess development using individual files
- Support the Teacher and Teaching Assistant in their roles by establishing clear performance expectations and collaboratively identifying goals for each child
- Incorporates assessment information into the development of curriculum, designing learning experiences that intentionally meet children's current level of functioning and future goals.

Knowledge, Skills and Abilities:

1. Home-School Connection

- Establish and Maintain positive and productive relationships with families
- Communicates regularly with parents thru phone calls, emails, progress updates, newsletters, individual parent conferences.
- Conducts parent teacher conferences at least twice each school year to discuss child's progress and any concerns.
- Relates assessment information to parents and offer support for dealing with children at different stages.
- Interprets school program to parents in order to strengthen families' understanding of the individual children's needs and the teaching/learning approach of the program.
- Works closely with the Family Outreach Coordinator, Program Director, ECCP staff and other professionals to support and meet the needs of each family.

2. Classroom Management

- Establish and maintain a safe and healthy environment at all times. Keep all equipment and supplies in good condition.
- Work with Program Director to obtain classroom materials and supplies needed to further the learning objectives.
- Complete and submit required forms and records in a timely and accurate manner, including lesson plans, accreditation materials, assessments, time sheets, attendance, snack/lunch count etc. Responsible for oversight and proper implementation when particular tasks are delegated to classroom staff.
- Plan and coordinate the work of the Preschool Teacher, Preschool Assistant Teacher and volunteers to obtain maximum benefit from their efforts.

3. Maintain a commitment to professionalism

- Promote the Youth Services philosophy and educational objectives.
- Actively participate in staff meetings, workshops, coaching and in-service trainings provided by Hamden Youth Services Early Care and Educational Center and professional opportunities provided in conjunction with the State's Preschool Development Grant.
- Must attend and complete 18 hours of continuing education annually.
- Diligently Adheres to the Town of Hamden Youth Services Early Care and Educational Center's Staff Handbook Guidelines.

Minimum Qualifications Required:

- Eligible individuals must hold (I) certification pursuant to section 10-145b with an endorsement in early childhood education or early childhood special education, or (II) a bachelor's degree with a concentration in early childhood education, child study, child development or human growth and development, from an institution of higher education (1) accredited by the Board of Regents for Higher Education or State Board of Education, and (2) regionally accredited, provided such bachelor's degree program is approved by the Board of Regents for Higher Education and the Department of Education.
- Must have at least two years working knowledge of the State of Connecticut Early Learning and Development Standards, the Connecticut Curriculum and Assessment Frameworks, NAEYC standards, policies and procedures.
- Strong working knowledge and experience in the implementation and practice of early childhood education curricula. Ability to create developmentally appropriate activities practices supporting emergent literacy and social emotional development.

License or certificate: A valid, current Connecticut Driver's License and CPR Certification is required.

Physical, mental exertion/environmental conditions: Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is constant interaction with children, families and staff members, requiring the individual to remain calm under stressful conditions. The Preschool Lead Teacher must have the physical ability to remain on feet for extended periods of time. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. The Preschool Lead Teacher must be able to lift up to 50lbs of supplies and equipment.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is funded through grants and fees, and a lack of funding or enrollment may result in the elimination of this position. This position is not part of the Classified Civil Service System of the Town of Hamden; however, the successful candidate will be employed in accordance with accepted principles of Public Employee employment.

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