

Lead Preschool Childcare Teacher

Requirements:

- Completion of application and all paperwork as specified in “Information for New Employees”, as well as 30 Day Contract and Regulations Checklist.
- Must be at least 21 years old.
- Must have completed 90 clock hours in child development/curriculum or equivalent.
- Must have Associates Degree* in Early Childhood Education or related field.
- Must hold a Maryland Child Care Credential Level 4+ or higher. *

*Candidates who do not meet these criteria may be considered if they maintain continued education with the goal of meeting these criteria within 2 years.

General Responsibilities:

1. Maintain prompt hours and adhere to Attendance Policies set forth in the Staff Handbook.
2. Adhere to Policies from the Staff Handbook including cleaning and safety standards.
3. Adhere to Dress Code and maintain a neat and clean appearance.
4. Exhibit teamwork, flexibility, patience, and professional attitude.
5. Attend staff meetings.
6. Report problems of children, room management or otherwise to Administration promptly.
7. Always maintain staff-to-child ratios.
8. Complete and maintain MSDE credentialing process yearly, including 20 hours of training.
9. Evaluate children when ill and decide appropriate actions.

Classroom Responsibilities:

1. Provide planning and execution of appropriate early childhood education experiences in accordance with MSDE Accreditation using The Creative Curriculum by Teaching Strategies.
2. Prepare and post weekly curriculum plans.
3. Promote and supervise activities that promote the healthy emotional, social, intellectual, and physical development of each child.
4. Maintain a neat and organized classroom and storage areas; return all supplies and equipment to the appropriate place.
5. Keep bulletin boards and other areas of the room current.
6. Supervision of children: you will be charged with the safety and well-being of ALL children in your care. Deal with challenging behavior in a positive and professional manner set forth by the Behavior Management & Discipline Policy in the Staff Handbook.
7. Document communication with parents regarding development, concerns, etc.