



## Preschool Lead Teacher

### **JOB OVERVIEW:**

NBGClub Jr. Preschool Lead Teacher is responsible for creating a safe, nurturing, and stimulating environment for young children. This role includes planning and implementing a curriculum that promotes the physical, emotional, social, and cognitive development of children along with maintaining compliance with all local, state, and federal regulations. The Lead Teacher also serves as a mentor and leader for assistant teachers and support staff, ensuring high-quality care and education for all children in the program.

**REPORTS TO:** Child Care Director (Preschool Director)

### **WORK ENVIRONMENT:**

The Preschool Lead Teacher will work in the classroom with regular interaction with children, staff and parents. There may be administrative work/duties in an office setting when the Director is absent.

- The role may require occasional evening or weekend hours for meetings, events, or professional development.
- Classroom setting, office, outdoor playground, basement storage area, and special event locations.

Job involves working:

- around small children
- with teams of co-workers
- with parents/guardians
- with potential donors/stakeholders
- with volunteers
- under variable noise levels
- indoors/outdoors

### **KEY RESPONSIBILITIES:**

#### **1. Curriculum Development and Implementation:**

- Plan and implement age-appropriate lesson plans and activities that encourage developmental milestones and that align with the program's philosophy and goals.
- Use a variety of teaching methods to promote learning, including play and interactive activities.
- Assess and document children's progress and development, adjusting activities to meet individual needs.



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### **2. Classroom Management**

- Create a safe, clean, and organized classroom environment conducive to learning.
- Establish and enforce rules and procedures to maintain a positive and respectful classroom atmosphere.
- Ensure all materials and equipment are safe, clean, and well-maintained.
- Report to the Child Care Director any concern which may occur with the children and/or staff.
- Assist with the operations of the center while the Child Care Director is not present.

### **3. Child Supervision and Interaction:**

- Supervise children by sight and sound at all times, ensuring their safety and well-being.
- Treat all children with kindness and respect.
- Foster positive relationships with children by engaging in activities and providing consistent encouragement and support.
- Address behavioral issues promptly and appropriately, using positive discipline techniques.

### **4. Communication and Collaboration:**

- Communicate effectively with parents and guardians, providing regular updates on their child's progress and addressing any concerns.
- Collaborate with the director, assistant teachers and support staff, providing guidance and support to ensure a cohesive team approach.
- Participate in staff meetings, training sessions, and professional development opportunities.

### **5. Compliance and Record Keeping:**

- Maintain accurate and up-to-date records, including attendance, incident reports, and developmental assessments.
- Ensure compliance with all licensing regulations, health and safety standards, and organizational policies.
- Be thoroughly familiar with center policies and procedures to include and are not limited to emergencies, ill children, medication, accidents and field trips.
- Prepare reports and documentation as required by the center director or regulatory agencies.

### **6. Professional Development:**

- Stay current with best practices in early childhood education and participate in ongoing training and professional development.
- Mentor and support assistant teachers and new staff members, fostering a culture of continuous improvement.



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### QUALIFICATIONS:

#### Lead Teacher certification through the Department of Early Education and Care OR

- Be at least 21 years old,
- Have a high school diploma or equivalent,
- Have experience as a Teacher or equivalent, **and**
- Have credit-bearing coursework or equivalent (including CEUS or PDPs) in relevant Categories of Study (as outlined in the table below), which may include:
  - Category of Study 1: Child Growth and Development, Birth - Eight Years
  - Category of Study 3: Curriculum for Early Childhood Settings
  - Category of Study 4: Child and Classroom Management
  - Category of Study 7: Infant and Toddler Development, Care, and Program Planning
  - Category of Study 8: Health and Safety in Early Childhood
  - Category of Study 9: Families and Community
  - Category of Study 12: Child Observation, Documentation and Assessment
  - Category of Study 13: Child Care Administration (required if the Lead Teacher will qualify as a Director's Designee)

### SKILLS:

- Strong knowledge of early childhood development principles and best practices.
- Excellent communication and interpersonal skills.
- Ability to plan and implement a developmentally appropriate curriculum.
- Strong organizational and time management skills.
- Ability to work collaboratively with a team and build positive relationships with children, parents, and colleagues.
- Complete other duties as assigned.

### PHYSICAL REQUIREMENTS:

- Ability to lift and carry children and equipment up to 40 pounds.
- Ability to stand, sit, and move around the classroom for extended periods.
- Ability to participate in activities that may require bending, kneeling, and reaching.
- Ability to remain calm objective and respectful in potentially stressful situations (i.e. crying, upset children, upset parent or upset staff)



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### STANDARD SPECIFICATIONS

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or the general public.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Nantucket Boys & Girls Club is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

EMPLOYEE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_