



NANTUCKET BOYS & GIRLS CLUB

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

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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.

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)

WHAT THIS JOB OFFERS:

- Compensation: \$60-70K/yr
- Medical and dental coverage
- Bonus
- Paid time off
- Paid sick leave
- Parental leave
- Parental leave
- 401(k) match
- Life insurance
- Disability insurance
- Relocation assistance
- **Employee housing available for the right applicant**