

Early Learning Center (ELC) Lead Teacher– Job Description

Position Summary

The Early Learning Center (ELC) Lead Teacher is responsible for creating and maintaining a nurturing, engaging, and developmentally appropriate learning environment for young children. This role includes planning and implementing curriculum, fostering positive relationships with families, and ensuring the safety and well-being of each child.

Key Responsibilities

- **Curriculum & Instruction**
 - Design and implement a curriculum that supports each child's cognitive, physical, social, and emotional growth.
 - Plan and oversee daily classroom activities and routines.
 - Encourage self-esteem, independence, and positive behavior aligned with the All Saints' Mission.
- **Classroom Leadership & Supervision**
 - Supervise and mentor teaching assistants, setting team goals and providing constructive feedback.
 - Delegate responsibilities based on staff experience and classroom needs.
 - Ensure classroom organization and maintain materials and equipment.
- **Family & Community Engagement**
 - Build and maintain positive, professional relationships with families and students.
 - Greet families daily and establish preferred communication methods (e.g., text, phone, Family Portal, etc.).
 - Communicate regularly with parents about their child's progress, activities, and needs.
 - Participate in school events such as art shows, presentations, and recognition programs.
- **Student Care & Safety**
 - Ensure a safe and supervised environment at all times.
 - Support children during rest periods and assist as needed.
 - Maintain accurate records and participate in parent conferences.
 - Follow all state Child Care Licensing requirements, including maintaining CPR and First Aid certification.
- **Professional Expectations**
 - Notify supervisors promptly of absences and secure substitutes, as needed.
 - Arrive on time and maintain consistent attendance.
 - Maintain confidentiality regarding all students and families.
 - Participate in ongoing professional development (minimum 30 hours annually).
 - Attend school functions and support the overall mission of All Saints' Episcopal School as requested by the Head of School.