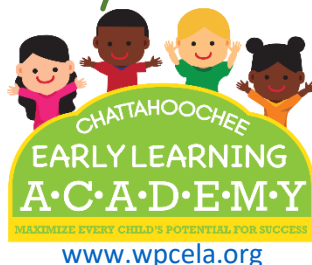


Chattahoochee Early Learning Academy, Inc.



JOB DESCRIPTION: Lead Teacher for Preschoolers

(Note: CELA employs one part-time Director and one full-time Lead Teacher.)

Qualifications:

1. Hold a minimum of a Bachelor's Degree in Early Childhood Education, Child Development, or a related field from an accredited institution of higher learning.
2. Have a background and experience working with young children in a classroom setting.
3. Demonstrate the ability to communicate effectively both orally and in writing.
4. Hold current certifications in CPR/First Aid (or willing to obtain them).
5. Demonstrate a love for children and passion for teaching.
6. No criminal record or child-related offenses.

Performance duties and responsibilities

1. Plan and lead a classroom of ten to fifteen 3-to-4-year-olds in daily activities from 8:00 to 12 noon, Monday through Friday.
2. Schedule time to meet with college-level assistants and lab students for planning and mentoring.
3. Work 40 hours weekly.
4. Submit appropriate paperwork relevant to personal attendance, leave requests, and comp time accumulated to the Director in a timely manner.
5. Supervise and ensure the safety and well-being of the children at all times.
6. Ensure a safe environment including inspection of materials and environment.
7. Plan curriculum for the children in the classroom that is developmentally-appropriate and helps children develop physically, cognitively, emotionally, and socially.
8. Submit completed lesson plans to the Director either weekly by Friday afternoon, or monthly by the 20th of each month.
9. Oversee the planning/preparation of meals/snacks for the children. (Assistance will be provided.)
10. Ensure regular observation and assessment of children throughout the year.
11. Arrange for special guest teachers and visitors. Each month should feature a special guest teacher (such as someone to make cupcakes with the kids).
12. Decorate and label the environment. Cabinets, closets, and drawers should include labels.
13. Maintain daily child attendance log.
14. Plan, carry out and maintain logs of monthly fire drills.
15. Meet with parents semi-annually to discuss child's growth and development using approved progress report forms.
16. Plan an opportunity for parents to visit the school for one of the following events every other month: parent education, discussion of school policies, performance by children, or opportunity to become acquainted with other parents or staff members.
17. Schedule and lead orientation of new volunteers and teacher assistants, as needed.
18. Submit supply orders and oversee classroom budget, in cooperation with the Director.
19. Attend in-service training/professional activities per school year as agreed upon with the Director.
20. Be familiar with state regulations as well as with Program Policies of CELA.

Interested applicants should submit a cover letter, application, and resume to ChattChild@gmail.com.