

University of Wisconsin-Whitewater
Unclassified Staff Position Description

Working Title: Children's Center Lead Teacher
Hayes Hill Title/Level: Student Services Specialist II

Position Summary: The primary responsibility of the Children's Center Lead Teacher is to provide care for children in a child-initiated learning environment. This includes providing general supervision and management for a classroom of children. Lead Teacher plans and facilitates developmental activities as part of a comprehensive program for children's physical, cognitive, emotional and social growth, so children can reach their highest potential.

Characteristic Duties and Responsibilities

A. Programming Responsibilities

1. Plan and facilitate a daily program of care and activities for the assigned classroom.
2. Contribute to the effective operation of the overall childcare program.
3. Develop and maintain daily/weekly activity plans, arrangement of space, setting, and materials in the classroom and with outdoor play equipment, to ensure a safe clean, orderly child centered learning environment, and consistent daily schedule for children's calm, comfortable and successful participation in the program. Individualizes programming according to children's needs.
4. Arrange for campus and community field trips.
5. Promote a multicultural and anti-bias approach to learning and to the center environment. Show respect for each child's culture and background and their personal uniqueness.
6. Complete developmental checklist for every child each semester.
7. Collaborate with Center Director and University Faculty and staff in the supervision and training of Student Teachers. Monitor student teachers progress in all areas of their performance.
8. Regularly support and encourage parent participation in center activities, conferences, and ongoing communications, provide parents with child development resources and information, etc.
9. Establish and maintain developmentally appropriate, safe and nurturing learning environment according to program educational philosophy. Oversee housekeeping procedures within the classroom and in common areas as assigned. Monitor center sanitation procedures and promptly report any maintenance concerns to the Director.

B. Administrative Responsibilities

1. Maintain regular communication with parents/guardians, teacher assistants, volunteers, student teachers and the Children's Center Director.
2. Observe and share information regarding child's activities and experiences with parent/guardian.
3. Notify the Director of the Children Center classroom supplies and needs.
4. Practice emergency evacuation procedures monthly and maintain Fire and Safety checklist.
5. Assist with record keeping, respond to inquiries directed to the Center, and perform other administrative and programmatic duties as assigned.
6. Assist in center compliance with all regulatory requirements, including daycare licensing requirements, USDA food program regulations, NAEYC accreditation standards and University policies.
7. Participate in, and prepare for classroom and center staff meetings, parent meetings, parent conferences or center promotional activities, and Student Affairs Division events as necessary or assigned.
8. Arrange for own substitute whenever possible and arrange for Teacher Assistant substitutes when needed.
9. In collaboration with other Center staff and in accordance with established and agreed upon schedules, provide program lead teacher coverage as needed.

C. Supervisory Responsibilities

1. Model and supervise for all Teacher Assistants, Student Teachers and volunteers assigned to their classroom, in collaboration with the Director. The Lead Teacher plans for the ongoing development and training of all student employees, volunteers of the Children's Center. (Monitors assisting staff progress in all areas of their performance. (Evaluate in writing each semester)
2. Supervise one to two student teachers each semester.
3. Assist with evaluation of classroom staff, including Teacher Assistants, Student Teachers and volunteers.
4. Act as liaison with sponsoring faculty/staff members from the university, student teacher replacement supervisors volunteer agencies, job coaches.
5. Coordinate team-planning meetings as needed.

D. General Responsibilities

1. Ensure the safety and physical well being of the children.
2. Coordinate snack-planning, preparation and clean up in accordance with state licensing guidelines.
3. Provide recommendations and referrals of children with special needs.
4. Develop and implement parent/guardian volunteer experiences.
5. Attend parent or childcare committee meetings as needed.
6. Maintain a professional working atmosphere and confidentiality of information in relation to staff, children and families.
7. Perform other duties and responsibilities as assigned by the Director of the Children's Center.
8. Participate in Division of Student Affairs and University committees and programs when appropriate.

Supervision Received:

On-site supervision is received from the Children's Center Director.

Supervision Exercised:

The Lead Teacher both models for and supervises all Teacher Assistants, Student Teachers and volunteers assigned to their classroom in collaboration with the Director and participating University Faculty and staff. The Lead Teacher plans for the ongoing development and training of all student employees, volunteers and student teachers of the Children's Center. Supervises one to two student teachers each semester.

Minimum Qualifications:

A Bachelor's Degree in Early Childhood Education or Elementary Education with teaching experience in a play-based developmentally appropriate preschool program. Training or experience with interest center and thematic units. Demonstrated ability to communicate effectively with children, parents and staff, and to provide leadership within a team-teaching model. Trained in blood borne pathogens and certified in infant/child CPR. Meets requirements of Wisconsin Licensing Rules for Group Daycare Centers (HFS 46) for physical exam and criminal background check. Ability to occasionally lift up to 40 pounds.

This description attempts to indicate the kinds and levels of responsibilities given this title and shall not be construed as defining all specific duties and responsibilities of the particular position. It is not intended to limit or modify the right of supervisors to assign, direct and control the work of their employees. Statements of employee duties are not intended to exclude other duties not mentioned that are of similar kind or level of responsibility.

The University of Wisconsin-Whitewater is an equal opportunity employer operating under an approved affirmative action plan. As an equal opportunity employer, we encourage women, minorities and persons with disabilities to apply.
