



**Job Title: Early Head Start Lead Teacher**

**Reports to:** Manager of Early Childhood Program

**Job Classification:** Non-exempt, full-time

**Schedule,** Monday through Friday, 9 am to 5 pm

**BONUS: \* \$3,000 Signing bonus** (after successful completion of 6 months of employment)

**Compensation: \$17 to \$18 per hour, based on certifications, education, and experience.**

**Benefits for employees regularly scheduled 30 hours to 40 hours per week:**

- \*Health, dental, vision, life, & long-term disability insurance,**
- \*Paid leave and paid holidays,**
- \*Childcare discount before, during and after school,**
- \*401K plan,**
- \*Course reimbursement & paid professional development trainings,**
- \*Employee assistance program, and**
- \*A supportive family-friendly work environment.**

Equal Opportunity Employer

**JOB PURPOSE AND REPORTING STRUCTURE:** Under the direction of the Early Childhood Manager, the Early Head Start Lead Teacher is responsible for providing an environment that is safe, nurturing and developmentally appropriate for children from 6 weeks of age through 3 years of age, both on an individual and group basis, within Early Head Start standards, company, state, and federal regulations, policies and procedures.

**SCOPE AND NATURE:** Individuals in this classification are responsible for planning and implementing a variety of activities for children ages 6 weeks – 3 years of age, which required knowledge of child development and programming. The individual serving in this capacity must be able to observe and evaluate children's progress and development, and have the capabilities to adapt activities and methods to meet each child's individual needs. They must be able to evaluate and respond appropriately to situations to ensure the well-being and safety of all children in their care. The Lead Teacher must be able to communicate effectively with their supervisor, peers, teachers, parents, children, and other Neighborhood House staff.

**EXPECTATIONS AND RESPONSIBILITIES:**

(In addition to the duties listed below, they will be responsible for all other duties assigned to them)

- Maintains sight and sound supervision of all children in their care at all times.
- Implement and follow all Early Head Start Performance Standards, including health & safety, school readiness, developmental screenings, and ages & stages, etc.
- Conduct home visits twice a year for all Early Head Start families.
- Complete developmental screenings within two weeks of child enrollment.
- Provide the ECS Manager with weekly lesson plans for their classroom every Wednesday for the following week's lesson.
- Post and implement a weekly age appropriate lesson plan, that uses the Creative Curriculum and STEM concepts within it. Lesson plans should emphasis social/emotional skills, cognitive skills, artistic skills, fine and gross motor development and language development.
- Post a daily classroom schedule.
- Direct the day-to-day operations of the classroom, including the direction of teachers, students and volunteers.
- Prior to the start of the classroom day, ensure that art supplies, games, bulletin boards, and other learning materials for children's usage is available and ready for the scheduled activity.
- Initiate and maintain communication with parents/guardians/therapists, and social workers to share information about child's progress and needs. This would include implementing methods of establishing a positive liaison with the above, to include conferencing, written and verbal communications.
- Become trained in and use the Teaching Strategies Gold in assessing children. Maintain a portfolio on each child in their classroom, and schedule and meet with parents in the fall and spring to discuss their progress using the mentioned assessment tools.
- Observe children for possible signs of illness, abuse, and/or developmental delays, document these observations and report all concerns to the ECS Manager.
- Prepare and maintain records and documentation of children including health information, behavior, attendance, etc. as required by state licensing regulations and Neighborhood House policies.
- Maintain the cleanliness and orderliness of their classroom, including proper storage of food, medications, and supplies, as well as routine repair and maintenance of equipment.
- Supervise and ensure personal hygiene of children and monitor children during toileting activities.
- Distribute, document, and monitor the administration of medications to children.
- Maintains discipline and enforces the rules and regulations pertaining to the center in an appropriate, positive, and consistent manner.
- Monitor the sign in and sign out process, in order to ensure that children are signed in and out and accounted for at all times.
- Monitor meal and snack time and eat at the table with the children. Appropriately document the number of children participating in meal and snack daily.
- Staff working with children under two years of age, must ensure that the under two intake for children within their classrooms is updated every three months.
- Assist in the training of new lead teachers and teachers.
- Be flexible to assist in all ECS and UKC classrooms, as needed.

- Attend center staff meetings and other activities as directed.
- Provide verification of required continuing education hours.
- Plan and supervise children on field trips.

**SUPERVISORY RESPONSIBILITIES:** May supervise and mentor those seeking degrees and developmental skills that the Lead Teacher holds.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand, walk, climb stairs, stoop, bend and sits on the floor.
- The employee should model and participate in physical activities.
- The employee must frequently lift and/or carry 15 to 50 pounds.
- The individual must be able to visually focus and keep sight of all children in their care at all times.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The individual is required to work outside daily in hot and cold temperatures with the children.
- The noise level in the classrooms can frequently be loud.
- Temperature is generally comfortable and the lighting is adequate.
- Furniture is tailored towards children.

#### **EDUCATION AND EXPERIENCE:**

**Minimum Requirements:** Must be at least 18 years of age; hold a Level Twelve on the Registry Ladder, or Associate Degree in early childhood or related discipline, apprenticeship, or a Bachelor's degree in another field. Complete Shaken Baby training prior to the first day of work. If working with children under two years of age must have completed required infant/toddler course work, and SIDS training prior to the first day of work. Complete Infant/Child and CPR/AED training within the first six months of employment. Have a minimum of two years experience as a lead teacher. If Registry certificate is not current, must provide manager with current Registry certification within three months of employment.

**Preferred requirements:** Bachelor degree in Early Childhood or related discipline. Have relevant experience of no less than three years. Complete WMELS and environmental rating scales training.

**How to Apply:**

Send resume and cover letter to Phan Sanford, Early Childhood Services Manager, at [hroffice@nh-milw.org](mailto:hroffice@nh-milw.org)

**NEIGHBORHOOD HOUSE HISTORY AND IMPACT:**

The Neighborhood House of Milwaukee inspires discovery in children and families of all backgrounds, encouraging lifelong learning and confident leadership. Founded in 1945 as community center for urban youth, families and seniors, we expanded our service footprint and programming to include high quality early childcare, after school programs for youth and teens, adult education for refugees, parenting support and environmental, music and arts education, recreational and sports activities for families and school districts throughout the Milwaukee metropolitan area. Most recently, we opened a Food Pantry following the unexpected closure of the only nearby one. It served more than 2,850 people in its first year. Finally, our 90-acre Nature Center in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that is part of our overall efforts.

We believe the power of unleashing the full potential and full expression of one person has benefits that carry over into other aspects of life, including a better sense of belonging to self and community. Whether we are a safe refuge or a pathway for more opportunity, all those served have the same access to our diverse community of exceptional childcare and educational enrichment designed for long-term success.

Much more program info is available at [www.neighborhoodhousemke.org/](http://www.neighborhoodhousemke.org/)

**Neighborhood House is an Equal Opportunity Employer**