

Lead Teacher - Preschool

Full Time
Professional
Walled Lake, MI



“Now Interviewing and Hiring for Fall Teaching Positions”

Signing Bonus Eligible

Position Responsibilities

The Lead Teacher is responsible for the overall day-to-day operations of a classroom in Oakland Family Services' Children's Learning Center (CLC). The teacher is responsible for teaching children, task supervision of support staff, lesson planning, interacting with parents and volunteers, record keeping and other miscellaneous operations related to the Children's Learning Center Programs. The position reports to the Early Childhood Education Manager.

Specific Duties/Job Expectations

- Plan and implement developmentally appropriate activities using the High/Scope approach to learning with children.
- Maintain standards of quality as required by State licensure, NAEYC accreditation and Michigan Department of Education (as applicable).
- Conduct a minimum of two parent-teacher conferences per school-year with each enrolled family.
- Conduct home visits as applicable
- Maintain ongoing communications with parents through daily interactions, weekly notes, monthly newsletters, mailings and additional conferences as needed.
- Participate in outreach activities and assist in the recruitment and enrollment of children for the program.
- Keep accurate records of the children's attendance, meal records, unusual incident reports, medication for children, allergies, and sign-in/out sheets for parents.
- Have daily team planning meetings to create daily lesson plans.
- Coordinate daily responsibilities with the Assistant Teacher and/or Children's Aide.
- Document children's interactions and play through anecdotal notes on a daily basis.
- Document children's developmental progress using High/Scope's Child Observation Record (COR).
- Assist in planning parent education programs.
- Provide task supervision of classroom volunteers, Assistant Teacher and Children's Aides.
- Track volunteer hours and activities.
- Complete monthly Parent Involvement Log.
- **Maintain a conducive learning environment for children.**
- Supervise and ensure the safety and well-being of each child.
- Plan and coordinate field trips and in-house activities for children.
- Request and inventory classroom materials and supplies.
- Other duties as assigned.

Qualifications

- Must possess one of the following:
 - Valid Michigan Teaching Certificate with an Early Childhood Specialist endorsement (ZA)
 - Valid Michigan Teaching Certificate with a Child Development Associate (CDA)
 - Bachelor's Degree in Child Development
 - Bachelor's Degree in Early Childhood Education
- A minimum of two years of teaching experience is preferred.
- Excellent communication skills that focus on positive and professional communication with parents and children.
- Utilization of positive management techniques in the classroom.
- Abilities and skills in the team approach to problem solving and task completion.
- Shows sensitivity to cultural differences.
- Other relevant qualifications that support positive performance in the position.

Oakland Family Services is an Equal Opportunity Employer

