**Chelan-Douglas Child Services Association**

**1305 Kittitas St, Wenatchee, WA 98801**

**Phone: 509.663.5179 Fax: 509.662.6363 WWW.CDCSA.COM**

**Lead Teacher**

**JOB FOCUS:**

The Teacher will develop and implement integrated curriculum plans that support CDCSA School Readiness goals, conduct screening, and ongoing assessment, and plan developmentally appropriate goals for individual children to promote social, emotional, physical, and cognitive development. The Teacher will provide an atmosphere that promotes and reinforces parent engagement in all areas of the program. The Teacher will provide leadership, supervision, and mentoring for the classroom team and volunteers. This position is full-time. Monday through Friday, 40 hours a week.

**ESSENTIAL JOB RESPONSIBILITIES:**

* Ensure the health and safety of all children at all times.
* Responsible for the implementation of the CDCSA Child Development and Early Learning Program as outlined in the CDCSA Work Plans and CDCSA Policies and Procedures.
* Maintain compliance with the Head Start Performance Standards, ECEAP Performance Standards, and WACs.
* Establish supportive relationships with families that promote and reinforce parent engagement in their child’s education. Develop an individualized education plan for each child with the child’s parent. Provide opportunities for parents to participate in their child’s education in the classroom and in the home.
* Provide leadership for the classroom team. Supervise assigned assistants, aides, and parent and community volunteers. Ensure staffing for absences. Develop staff improvement plans, evaluate progress and provide mentoring.
* Maintain strict child, family, and staff confidentiality.
* Model appropriate behavior/attitudes when working with children, families, and staff.
* Maintain a professional attitude toward management, staff, parents, children, community partners, and the education profession.
* Assist the Education Manager in implementing the Education and Parent Programs.
* Attend pre-service, staff meetings, and in-house training, and participates in a Professional Development Plan.
* Other responsibilities as assigned by Education Manager or Executive Director.

**EDUCATION RESPONSIBILITIES:**

* Interact positively with all children to support their individual learning and meet their emotional needs.
* Develop Individual Program Plan (IPP) goals and objectives with parents that correspond to the child’s individual strengths, needs, and interests.
* Develop and implement weekly and daily classroom lesson plans that are responsive to the objectives of IPP, reflect the CDCSA School Readiness Goals, the Creative Curriculum for Preschool, parental and cultural influences, and mandated elements.
* Assess children's development levels and document child’s progress using the online assessment tool, Teaching Strategies GOLD.
* Participate in program-wide screening and referral of children suspected of developmental delays.
* Participate in planning, servicing, and tracking children identified as having special needs.
* Work with children with special needs as requested and noted in the IEP.
* Confer weekly with the team to review information and observations of children and develop strategies to address needs.
* Maintain comprehensive individual files for children according to program requirements.
* Design, prepare and implement instructional materials.
* Conduct two home visits, and two on-site conferences each year per child.
* Maintain program communication concerning children/families through verbal and written efforts, and scheduled staffing.
* Participate in Multiple Disciplinary Team Meetings.
* Maintain current comprehensive child/family records according to established program requirements.
* Work closely with Education Manager to ensure the highest quality services, including the use of professional development tools such as CLASS and ECERS.
* Model appropriate behavior/attitudes when working with students, parents, and staff.
* Work closely with other staff in the program to facilitate effective communication and maintenance of quality services.
* Participate in the clean-up and maintenance of the classroom, playground, and storage areas.
* Supervise or drives a bus as needed.

**QUALIFICATIONS:**

**Teacher I**

* Associate degree pertaining to Early Childhood Education, or Associate degree in a related field and course work equivalent to a major relating to Early Childhood Education with experience in an early childhood program.

**Teacher II**

* Bachelor's degree or advanced degree pertaining to Early Childhood Education, or a Bachelor's degree or advanced degree in a related field and course work equivalent to a major relating to Early Childhood Education with experience in an early childhood program.

**OTHER QUALIFICATIONS:**

* Three years of experience in an early childhood program is preferred.
* Ability to communicate positively with children, families, and staff with varying cultural, educational, and socio-economic backgrounds.
* Strong written and verbal communication skills.
* Intermediate to advanced computer skills, including internet and email.
* A valid Washington State Driver's License, automobile liability insurance, and reliable transportation.
* Be able to provide a copy of their safe driving record upon request.
* First Aid/CPR certification.
* Ability to complete and pass TB test, pre-employment physical, and drug screen.
* Ability to obtain a Food Handlers Permit within 90 days of hire.
* Fulfillment of all specified Health and Safety requirements.
* Ability to obtain DEL Background Check and renew as required.
* Ability to lift 50 lbs.
* Freedom from conviction of child abuse and neglect.
* Preference is given to former or current Head Start/Early Head Start//ECEAP parents.

**Benefits:**

* Paid Vacation, Sick, and Personal leave.
* Heath/Vision Insurance
* Dental Insurance
* Life Insurance & 401k

**Salary:**

* $20.50 - $26.43 per hour

**Chelan Douglas Child Services Association Mission**

To support and reinforce the family as the most important influence in a child’s life by fostering independence, raising self-esteem, and building social competence.

**Code of Ethics Statement**

Chelan Douglas Child Services Association is committed to the highest ethical standards and furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct.

**CDCSA School Readiness Goals**

As children leave the program they will have the social competence, skills, knowledge, and attitudes necessary for success in school and for later learning and life; demonstrated through developmentally appropriate progression on meeting goals in social and emotional development, language development, literacy knowledge and skills, approaches to learning, cognition and general knowledge, physical well-being and motor development.

As parents leave the program they will have the knowledge and understanding that they are their child’s first and most important teacher and advocate, and the knowledge and skills to make a difference in the life and learning of their child. Complete CDCSA School Readiness Goals are posted on the Chelan Douglas Child Services Association website.