**Job Title:** Early Childhood Lead Teacher  
**Job Family:**  
**Type:** Classified – Exempt  
**Job Code:** 18127  
**Department:** Child Development Center/COEHD  
**Salary Grade:** 56  
**Reports to:** Director of Child Development Center  
**Created/Revised:** 11/12/2021  
**Work Modality:** On Campus

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### Job Summary

Care for and educate young children in a child care environment.

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### Core Responsibilities

1. Responsible for providing quality child care by developing and implementing a developmentally appropriate-age program for children.
2. Plan and implement developmentally appropriate activities for young children; positive verbal interaction with children during daily routines; promote positive self-esteem.
3. Maintain orderly arrangement, appearance and learning environments within the classroom.
4. Develop and implement daily schedules, lesson plans and classroom management techniques using program curriculum for whole group of children, small group of children and individualized child.
5. Implement family style dining practices during children’s mealtimes.
6. Protect the health and safety of children; sanitize the environment as required; inspect classrooms and playgrounds for health/safety hazards; administer first aid as needed to the children.
7. Utilize appropriate direct and indirect guidance strategies to guide behavior.
8. Observe each child for developmental milestones; develop portfolios and records of developmental growth.
9. Attend and participate in parent conferences, encourage daily communication of children’s progress, and implement learning opportunities to meet individual learning goals.
10. Complete departmental forms that record accidents, child medication, diaper chart, Child Care Services Division, attendance, meal count, etc.
11. Attend staff meetings, trainings, and other work-related functions.
12. Participate and collaborate in research-based project to enhance to overall workforce industry.
13. Actively participate and/or attend specialized activities, events, projects and/or committees to enhance servant leadership at the center, campus and in the community.
14. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
16. Performs other duties as assigned.

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### Minimum Requirements
**Education/Certifications**

- A Bachelor’s or Associate degree) with a major in early childhood education, child development, elementary education, or early childhood special education OR A Bachelor’s or Associate degree in an unrelated area with at least 36 college credits in early childhood education, child development, elementary education, and/or early childhood special education OR Certification from a state public school to practice as a teacher for children age birth to 8 years.
- Teaching Strategies Gold Interrater Reliability Certificate
- Adult/Child/Infant Pediatric CPR and First Aid Training by the American Heart Association

**Experience**

- Three years of experience as a classroom teacher of young children in a child development center or other educational facility working with children from birth to kindergarten age.

**Knowledge Skills & Abilities**

- Demonstrated knowledge of cultural competence and developmentally appropriate practices for young children, birth to 3 years old.
- Knowledge of NAEYC Code of Ethical Conduct; NAEYC National Accreditation Standards State of Texas Minimum Standards for a Child Care Center; Texas Rising Star Standards and any other local, departmental and/or university policies and procedures
- Knowledge of or ability to quickly learn program curriculum (Creative Curriculum/Teaching Strategies Gold) to observe, assess plan age-appropriate activities.
- Knowledge of or ability to quickly learn the Texas Department of Family and Protective Services (TDFPS) Texas Department of Health and Human Services Child Care Regulations, Minimum Standards for a Child Care Center; Child Care Services Division Texas Rising Star; the National Association for the Education of Young Children Accreditation process.
- Ability to utilize basic computer skills, standard office equipment and standard classroom equipment.
- Proficient in Microsoft Office Suite

**Core Competencies**

*Instructions: Select the appropriate Competency section below based on position. Options: Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

**Individual Contributor:**

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

**People Leader:**

Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility
Working Conditions

Working Environment:
- Classroom Environment.
- Some evening and weekend hours may be required for special events or trainings.
- Occasional in and/or out of town travel.

Physical Demands:
- Regularly lift 40 pounds with or without accommodation
- Occasionally lift 10 pounds over head with or without accommodation.
- Frequent stooping, squatting, bending, sitting, standing, crawling, dancing, rolling on the floor, and performing calisthenics.
- Repetitive movements incurred during sweeping, mopping, vacuuming, wiping tables and furniture, washing dishes, etc.
- Moves furniture and equipment which requires pushing and pulling heavy objects, up to 150 pounds.