



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.			
Job Title	Lead Teacher	FLSA Status	Exempt
Program/Department	Early Childhood Services	Supervisory Responsibilities	No
Reports To	ECS Assistant School Director or ECS School Director depending on location	CEO Approval Date	05/2021
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
Must pass required background check, TB and Physical			
POSITION OVERVIEW			
<p>The ECS Lead Teacher provides daily care to children in HS/EHS classroom using appropriate child guidance techniques and building responsive relationships with classroom teachers, staff, children and families.</p> <p>All employees and volunteers are expected to be sensitive to our client's cultural and socioeconomic characteristics, reflect sunbeam family services core values and to perform as Sunbeam's standards of excellence at all times.</p>			
ESSENTIAL FUNCTIONS			
<p>The ECS Lead Teacher will work collaboratively with the Assistant Teacher(s)/Teacher's Aide to ensure the successful operation of the classroom by:</p> <ul style="list-style-type: none"> • Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture. • Demonstrating capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization. • Serving as a leader of the Early Childhood Services program and as an effective role model for developmentally appropriate practice, for the values expected within the program, and for the mission of the organization. • Planning and providing a comprehensive program, including implementation of EHS/HS curriculum and Head Start /Early Head Start Performance Standards. • Supervising classroom staff and ensure performance evaluation, goal setting and staff development plans are completed. • Maintaining record keeping and reporting systems to ensure accurate information, with timely completion and follow-up. 			

- Planning and implementing ECS developmentally appropriate curriculum and assessment for the classroom. Order supplies and materials as needed for effective service delivery.
- Overseeing supervision and management of children in the classroom in order to ensure a safe, clean, and healthy learning environment.
- Conducting home visits for center children in accordance with Head Start performance standards.

OTHER DUTIES

- Provide support for other duties needed in keeping with our mission, vision and values.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree in Early Childhood or a related field (official transcripts required). Minimum of 6 college credits in ECE or CD and 9 college credits in education, psych, health care, nursing or another field closely related to child growth and development required.	PK teachers to have PK certification from OK State Board of Education at time of employment.
Lic/Cert	Teachers leading 4-year-old classrooms must have OTC.	
Experience	3 years of prerequisite related work experience	Effective experience in child care as well as training and supervising teacher assistants a plus
Skills and knowledge	Understanding of Head Start Performance Standards and state and local childcare license requirements. Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed. Good organizational and time management skills.	Previous knowledge and understanding of Child Plus Advanced computer database and Microsoft Office software skills Previous knowledge and understanding of NAEYC
Abilities	Must work independently and collaboratively in a team environment. Exercise independent judgment. Communicate in a professional manner, demonstrating dignity, respect for our internal, external, and community members. Process, protect and exercise discretion in handling confidential information and materials. Sustained concentration to detail and accuracy, along with the ability to prioritize workload.	Bilingual Spanish/English speaking

	<p>Willingness to work with high-risk, low-income communities.</p> <p>Must be able to travel and work some evenings and weekends as required by the job.</p> <p>Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.</p>	
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WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee must be able to position self to interact with others, including small children, and communicate, converse with, convey and exchange information, and are constantly moving to assist small children, and move about inside a classroom, work area and outdoor instruction areas to assist in room activities and other duties. Must be able to operate, prepare, remove, replace, and detect objects inside the classroom or other areas to ensure the safety and proper application of equipment, and other physical items in the work environment. Must be able to position self to tend to small children at play, at rest and during instruction and/or interactive time. A person in this position frequently must be able to move, transport, and position children and items of up to 25 pounds, and occasionally 50 pounds. Specific abilities required by this job also include the ability to detect, determine, discern, perceive, identify, observe, inspect, and assess situations in the classroom. Must be able to provide care, instructions, and observations according to the requirements of the program.

Work Environment

The employee will work in an environment that may be in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy or an approved exemption is required for any employment effective on or after December 31, 2021.

OTHER

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: