

**POSITION: LEAD TEACHER**

**Supervisor:** ECEAP Program Manager or Site Coordinator  
**Division:** Child and Youth Development  
**Program:** ECEAP – Snohomish County  
**Hours & Wages:** Full-Time/ DOE  
**Date:** December 2015

**GENERAL FUNCTION:**

The lead teacher is directly responsible for the care and education of the preschool children enrolled in his/her classroom. The lead teacher works on the academic school year calendar. The lead teacher demonstrates competency in:

- planning curriculum and designing the indoor and outdoor learning environments based upon knowledge of child development, best practice, ECEAP performance standards, emergent curriculum and individualized instruction.
- observing, documenting, and assessing children’s growth and development according to ECEAP performance standards.
- implementing and supervising age and developmentally appropriate, culturally sensitive learning activities.
- planning and implementing positive guidance strategies designed to meet the individual needs of the children in care; address children’s unmet needs; support positive child outcomes; communicate and partner with the ECEAP family support specialist and child’s family, connecting families to professional resources and services when needed or desired.
- building and sustaining warm, responsive, and positive relationships with all children and families so parents feel welcome and invited to engage and participate in classroom activities.

**QUALIFICATIONS:**

All persons serving in the role of ECEAP Lead Teacher **must meet** one of the following qualifications:

- Associate or higher degree with the equivalent of 30 college quarter credits in Early Childhood Education.
- Valid Washington State Teaching Certificate with an endorsement in Early Childhood Education (Pre-K-Grade 3) or Early Childhood Special Education.

**PRINCIPAL ACTIVITIES:**

- Lead the planning and implementation of preschool activities for young children in accordance with ECEAP performance standards and Volunteers of America’s policies and procedures.
- Observe, record, and assess each child’s growth and development for the purpose of planning individualized activities to meet the unique needs and interests of every child enrolled in his/her classroom.

- Provide a safe and healthy learning environment for young children; promoting health, wellness and nutrition through age and developmentally appropriate educational activities.
- Make appropriate child referrals as needed or appropriate; accessing the services of the Volunteers of America Behavioral and Mental Health Consultant in a timely manner.
- Assist parents in increasing their knowledge, understanding, skills and experience surrounding child growth, development and learning; supporting them as their child's first and most influential teacher.
- Involve and engage families/parents in ECEAP program planning and ECEAP activities; providing opportunities for leadership development.
- Establish and sustain positive relationships with children, ECEAP parents, service agencies, volunteers, community partners, Snohomish County staff, other ECEAP program staff and co-workers.
- Maintain attendance, meal count, parent contact hours, accidents, and illness records.
- Establish, implement, and review plans for transitioning children into kindergarten; completing all "transition forms and documents" as requested by the county and/or agency.
- Attend parent/family events and activities.
- Attend and actively participate in all site-based, county and agency staff meetings and in-service trainings.
- Supervise, coach and mentor assistant teachers, student-interns, parent and community volunteers.
- ECEAP lead teachers work towards aligning practices with other Volunteers of America ECEAP teachers.
- Other duties as assigned by the program manager/site coordinator and/or program director.

If you wish to apply for this position, please email your cover letter and resume to:

[recruiter@voaww.org](mailto:recruiter@voaww.org)

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*