

## CHILD & YOUTH SERVICES JOB DESCRIPTION

**Title:** Lead Teacher  
**Supervisor:** Program Manager  
**Program:** ECEAP  
**Status & Salary:** Full Time/Non Exempt/DOE  
**Date:** October 2017

### **GENERAL FUNCTION:**

The lead teacher is directly responsible for the care and education of the preschool children enrolled in his/her classroom. Works on the academic school year calendar. Plans curriculum, designs indoor and outdoor learning environments, observes and assesses children's development, and implements positive guidance strategies.

### **QUALIFICATIONS:**

- Associate or higher degree with the equivalent of 30 college quarter credits in Early Childhood Education; OR valid Washington State Teaching Certificate with an endorsement in Early Childhood Education (Pre-K-Grade 3) or Early Childhood Special Education.
- Proficient in spoken and written English and Spanish preferred.
- Proficiency in the use of basic Microsoft Operating System, Office applications (Word, Excel, and Outlook) and Internet Explorer.
- Effective and professional oral and written communication skills.
- Knowledge of age and developmentally appropriate practice.
- Excellent organizational skills.

### **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.

## CHILD & YOUTH SERVICES JOB DESCRIPTION

- Establish, implement, and review plans for transitioning children into kindergarten; completing all “transition forms and documents” as requested by the county and/or agency.
- Other duties as assigned by the program manager/site coordinator and/or program director.

All ECEAP employees are required to obtain the following within 90 days of employment:

- A current infant, child and adult first aid/CPR certification
- HIV/AIDS and Blood-Borne Pathogens training
- Washington State Patrol background check
- Hepatitis B vaccination
- TB test
- Food handler’s card

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.*