



Lead Teacher: Job Description

The Kingsport Child Development Center is seeking a lead teacher for our two-year-old classroom. General job requirements and expectations are as follows:

- CDA Competencies and Standards implemented and maintained
- Maintain NAEYC's Ethical Code of Conduct
- Maintain confidentiality of children, families, staff and center at all times
- Participation in special events
- Attendance at monthly staff meetings
- Attendance at recommended or required training, workshops, etc.
- Maintain effective communication and professionalism with children, families, and staff
- Respect and adhere to the Center's policies and procedures
- Neat, clean and appropriate appearance
- Prompt and regular attendance
- Ability to lift 40 pounds and carry it 100 feet and ability to sit on the floor with children
- Minimum of three years of experience in licensed childcare center
- CDA certification or early childhood education degree preferred

Job Title: Lead Teacher	Pay Range: Based on education and experience
Supervisor: Executive Director	Position Supervises: None
Job Description: Manage effective communications with parents, including necessary paperwork Plan a variety of developmentally appropriate classroom activities Utilize and manage community resources for classroom activities Maintain classroom schedule Clean up after lunch, snack, art projects, and at end of day Maintain children's personal hygiene Establish and maintain family relationships Promote children's growth in all areas of development, including age-appropriate lesson plan development	

By signing, I state that I understand and can complete these requirements:

Signature: _____ Date: _____

Requested rate of Pay: _____ Available start date: _____

Please attach resume and contact information to your application and return to KCDC at 118 Clay St. or send via email to KCDC118@gmail.com.