



Growth. Values. For Life.

SUMMER CAMP LEAD TEACHER
JOB DESCRIPTION

Department: Lower School
Supervisor: Extended Day & Auxiliary Program Manager
Status: Summer (June 8 through August 14)

POSITION OVERVIEW:

The Lead Teacher for the Discovery Cove Summer Camp is responsible for planning and implementing a developmentally appropriate, engaging, and nurturing program for children ages 2.5 to 5. The Lead Teacher will create a Montessori-inspired classroom environment that fosters independence, curiosity, and a love of learning while ensuring the safety and well-being of all campers.

The Lead Teacher will serve as the primary leader in the classroom, guiding assistant staff, communicating with families, and supporting a positive and enriching camp experience aligned with the school's mission and values.

SPECIFIC DUTIES:

Program & Classroom Environment:

- Plan, prepare, and implement a Montessori-inspired summer curriculum appropriate for early childhood learners.
- Implement a structured yet flexible daily schedule that includes hands-on learning, outdoor play, creative activities, and rest periods.
- Prepare and maintain a safe, clean, and engaging classroom environment that reflects Montessori principles.
- Utilize materials that promote exploration, independence, and skill development.
- Adapt activities to meet the developmental needs and interests of all children.

Supervision & Student Support:

- Provide constant supervision of children in all settings, including classroom, playground, and transitions.
- Ensure a safe, nurturing, and inclusive environment for all children.

- Support children in developing independence, social skills, and positive behavior.
- Observe and respond to individual student needs with patience, care, and professionalism.
- Lead and support camp staff in the classroom.
- Communicate daily plans, expectations, and responsibilities to other summer staff.
- Assist with arrival, dismissal, and transitions throughout the camp day.

Communication:

- Communicate effectively and professionally with parents/guardians regarding student experiences and needs.
- Foster positive relationships with families to build trust and community.
- Inform the Manager of Extended Day and Auxillary Programs of any incidents, concerns, or program needs in a timely manner.

WORK ETHIC:

- Maintain confidentiality at all times regarding the Ursuline community.
- Contribute by personal example to an atmosphere of faith commitment consistent with Catholic values and Ursuline's founder, St. Angela Merici.
- Must be highly dependable and have a willingness to perform all other duties as assigned.
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae.
- Regularly reflects on practice, seeks and responds to feedback, and demonstrates self-awareness and commitment to continuous learning and development.

REQUIREMENTS:

- Bachelor's degree in Early Childhood Education or a related field preferred.
- Montessori experience preferred.
- Experience working with young children (ages 2.5–5) required.
- Prior teaching or lead classroom experience strongly preferred.
- Strong understanding of child development and developmentally appropriate practices.
- Excellent organizational, communication, and classroom management skills.
- Ability to lead a classroom and work collaboratively with a team.

PHYSICAL DEMANDS:

The position requires frequent walking, standing, bending, talking, and lifting up to 25 pounds as a regular part of the job. Specific vision ability required, including close, distance, peripheral vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions and infectious diseases. While performing the duties of this job, the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.