

**Berean Community Development Corporation
Dr. Kerwin B. Lee, President & CEO**

Lead Teacher

Department: Early Learning Academy

FLSA: Non-Exempt

Reports to: Director of Child Care Services

Principle Role

The Lead Teacher is accountable to the Director of Child Care Services and will be responsible to assist in providing a safe, caring and enriching environment.

Primary Responsibilities

The Lead Teacher is responsible for:

- Communicating center information to parents by phone and in person
- Complying with center policies and procedures and instructing staff in a positive manner
- Creating and following a lesson plan designed to assist in teaching the Abeka Christian Curriculum
- Developing and building positive relationships with community members and the Department of Early Care and Learning
- Handling and controlling behaviors & frustrating situations
- Implementing emergency processes and procedures
- Maintaining a consistent head count of all children in the center and communicating changes to staff, parents and the Director
- Operating MS Office (Word, Excel, Outlook, etc.) and Childcare Management system
- Overseeing day to day operations
- Participating in CPR and First Aide Training and complete 10 continuous hours of child care training annually
- Requiring the ability to lift of up to 35lbs
- Setting educational standards and goals needed to operate a successful Christian daycare program
- Supporting other instructional staff using fair practices to create a team environment
- Understanding of child welfare and authorizations required for releasing children to parents and family members
- Performing all other duties as directed by the Director of Child Care Services and President and CEO

Preferred Requirements

Candidates must meet **one** area of the following:

- 40 hour Director Training Course and 5 years experience in a Day Care Center or Home
- Associates Degree in Early Childhood Education or Child Development and 6 months of qualifying experience
- Bachelors Degree or Masters Degree in Early Childhood Education or Child Development
- Bachelors Degree, Para Professional Certificate, CDA, or Child Care related Diploma from a vocational institute and qualifying experience
- Technical Certificate of Credit, Child Development, Program Administrator or School Age Youth Care and qualifying experience.
- Twenty Five Quarter Hours or Fifteen Semester Hours from an accredited college or university in Early Childhood Education or Child Development and 6 months of qualifying experience