



## Lead Teacher Job Posting

### About Women's League Child Development Center

Founded by African American ministers' wives more than a century ago, Women's League has a proud history and a legacy of excellence in serving children and families. As a recognized leader in early childhood education, we operate the largest single-site early education center in Greater Hartford, serving over 200 infants, toddlers, and preschool children. Our 17 vibrant classrooms are housed in a bright, state-of-the-art building and we've earned accreditation from the nation's leading organization of early childhood professionals. We employ excellent teachers who weave STEAM (science, technology, engineering, art, and math) education into our children's learning.

### Lead Teacher: Summary of Responsibilities

The Lead Teacher position oversees and assures appropriate operations of the assigned classroom. Leads and coaches assistant teacher(s) by supporting curriculum development, classroom community/management and building partnerships with families. Assures that all Office of Early Childhood (OEC) and National for the Education of Young Children (NAEYC) requirements are implemented in the classroom. This position provides welcoming customer service to all children, parents, guests and fellow employees.

### Essential Functions:

- 1. Establish positive and productive relationships with children, co-workers and families.** View family- teacher relationship as a partnership, focusing on each child's strengths and abilities with common goals. Work in partnership with families, establishing an ongoing positive means of communication, respecting boundaries and maintaining confidentiality even in complex situations.
- 2. Establish ongoing intentional teaching.** Practice the Creative Curriculum approach and philosophy as a guiding resource. Demonstrate familiarity with and use the CT ELDS during planning and teaching. Support children's learning across the domains (Social, Emotional, Physical, Cognitive and Creative) using developmentally-appropriate practice, materials, interactions and expectations.
- 3. Ensure best practice for enriched learning environments.** Plan with team to meet children's individual needs and provide differentiated instruction to meet needs of children as identified by various data points/assessments. Use, model and promote positive guidance and behavioral interventions. Develop and follow a daily schedule that incorporates best practice through consistent routines and a balance of child-teacher-initiated experiences. Extend classroom

learning in creative, innovative alternative environments (i.e. field trips, walks, bridges to home, etc.).

4. **Ensure assessment of children's progress.** Supervise the compiling of child observations and maintain portfolios that include work samples. Implement CT DOTS (Documentation & Observation for Teaching Systems). Communicate with parents during family conferences. Set goals with consultants to best meet needs of children with IEP's, IFSP's or other supports.
5. **Ensure best health and safety practices.** Maintain accurate and timely records of accidents, illnesses, medication, meal count and attendance and distribute to the appropriate administrator. Monitor child areas for hazards or sanitation problems. Promote good hygiene. Maintain current credentials and certifications for first aid, CPR, and medication administration.
6. **Maintain a Commitment of Professionalism.** Attend staff meetings, family meetings/events and other mandatory in-services during and after regular center hours. Follow NAEYC code of ethics. Supervise assistant teacher(s), teacher aides, and substitutes. Develop an annual individualized professional development plan with supervisor and use it to guide and improve practice and professional development.
7. **Perform other special assignments and projects as assigned.**

## **Qualifications and Competencies**

- Bachelor's degree in early childhood education or related field is preferred; Associate degree in early childhood education with at least three years of experience in an accredited program is required.
- Knowledge of the administration and analysis of the Ages and Stages Questionnaire (ASQ).
- Knowledge of computers and Microsoft Office Suite is required.
- Ability to work in a fast-paced team environment and manage multiple priorities.
- Ability to work independently
- Attention to detail
- Solid communication skills and ability to relate well with people from diverse groups.
- Ability to perform job with integrity and values consistent with the WLCDC mission.

## **Mental and physical requirements**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 20 lbs.ng, reaching and lifting of moderate to heavy weight material up to 20 lbs.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to walk, sit and stand for extended periods during the workday.

## **What We Offer Our Employees**

A supportive work environment, opportunities for continuous learning, beautiful classrooms, an educational standard of excellence, and an excellent benefits package

## **Salary and Benefits**

- Salary range: \$31,468 to \$40,711 annually
- Our outstanding benefits package includes health insurance, health reimbursement account (HRA), dental insurance, life insurance, short-term and long-term disability insurance, 403(b) retirement plan, Employee Assistance Program (EAP), paid sick and personal days, twelve paid holidays, two weeks paid vacation, uniform, and reimbursement for professional education.

## **To Apply**

Please send cover letter and resume to Karen Lott, Executive Director, at [klott@womensleaguecdc.org](mailto:klott@womensleaguecdc.org). Applications will be received on a rolling basis until the position is filled.

*We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.*

*Women's League Child Development Center  
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[womensleaguecdc.org](http://womensleaguecdc.org)*

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