# Job Title: Lead Teacher

**Location:** Winston-Salem, North Carolina
**Department:** Early Childhood Education
**Reports To:** Childcare Center Director / Assistant Director
**Employment Type:** Full-Time

## Position Summary

The Lead Teacher is responsible for overseeing the daily operations of an assigned classroom serving children ages 6 weeks through 5 years. The Lead Teacher creates a safe, nurturing, stimulating, and developmentally appropriate learning environment that supports children's cognitive, physical, social, emotional, and language development.

The Lead Teacher provides classroom leadership, develops and implements lesson plans, supervises classroom staff, maintains required documentation, and establishes positive relationships with families while ensuring compliance with North Carolina childcare licensing regulations.

## Essential Duties and Responsibilities

### Classroom Leadership and Instruction

- Develop and implement developmentally appropriate lesson plans, activities, and learning experiences.
- Establish daily routines that promote learning, independence, and positive behavior.
- Provide individualized instruction and activities based on children's developmental needs.
- Maintain an organized, clean, welcoming, and engaging classroom environment.
- Incorporate age-appropriate literacy, mathematics, science, art, music, sensory play, and physical activities.
- Observe and document children's developmental progress.
- Identify developmental concerns and communicate them appropriately to administration and families.

### Child Safety and Supervision

- Maintain active supervision of all children at all times.
- Ensure compliance with North Carolina Division of Child Development and Early Education (DCDEE) licensing regulations.
- Maintain appropriate staff-to-child ratios and classroom supervision.
- Follow safe sleep practices, diapering procedures, sanitation standards, and health and safety protocols.

- Respond appropriately to emergencies, injuries, illnesses, and behavioral concerns.
- Maintain accurate attendance, incident, medication, and classroom records as applicable.

**Staff Supervision and Team Leadership**

- Provide direction, support, and guidance to Assistant Teachers and classroom support staff.
- Assign classroom responsibilities and ensure daily tasks are completed.
- Model professional behavior, positive communication, and effective classroom management.
- Assist with training and mentoring new classroom employees.
- Communicate classroom needs, concerns, and accomplishments to administration.

**Family Engagement**

- Maintain positive and professional relationships with parents and guardians.
- Communicate children's daily activities, developmental progress, and classroom needs.
- Participate in parent conferences and family engagement activities.
- Address parent concerns professionally and promptly.

**Professional Responsibilities**

- Attend staff meetings, training, and professional development sessions.
- Maintain confidentiality regarding children, families, and employees.
- Follow center policies, procedures, and employee handbook requirements.
- Complete required documentation and administrative responsibilities on time.
- Maintain a professional, dependable, and collaborative work ethic.

## Qualifications

- Meet North Carolina DCDEE Lead Teacher qualifications.
- High school diploma or equivalent required.
- North Carolina Early Childhood Credential (NCECC) or equivalent required, or willingness to complete applicable credential requirements within the permitted timeframe.
- Previous experience in a licensed childcare center preferred.
- Experience working with infants, toddlers, preschoolers, or mixed-age early childhood classrooms preferred.
- Strong communication, organization, leadership, and classroom management skills.
- CPR, First Aid, and required childcare health and safety training must be maintained as applicable.
- Must meet all criminal background checks and health requirements applicable to childcare employment.

## Physical Requirements

- Ability to lift and carry children as required by classroom age and duties.
- Ability to sit on the floor, bend, kneel, stand, walk, and move throughout the classroom.
- Ability to respond quickly to children's safety needs.
- Ability to participate in indoor and outdoor activities.

## Performance Expectations

- Consistently maintains a safe and nurturing classroom.
- Implements effective lesson plans and developmental activities.
- Maintains positive relationships with children, families, and staff.
- Demonstrates leadership, professionalism, and accountability.
- Maintains compliance with licensing requirements and center policies.