

Lead Teacher, Child Development Center

Salary

Depends on Qualifications

Location

Rocky Mount, NC

Job Type

Full-time

Division

Finance - Child Development Center

Job Number

00174

Closing

Continuous

Job Description

The Lead Teacher is responsible for providing day to day high quality, age appropriate lesson plans for children in the respective age group they are assigned. Teachers are to maintain a high-quality early learning environment and make adjustments according to the observation, documentation, and assessment of developmental skills for each child in the classroom; in order to provide a well-rounded educational program. And for maintaining and evaluating a program plan for the education of the children. The Lead Teacher is responsible to the Director of the Child Development Center. The Lead Teacher shall be immunized, have a current TB skin test, and in good physical health as evidenced by a physical examination documentation. The Lead Teacher is also responsible for current certification in CPR, First Aid, and for meeting all other requirements set forth by the Division of Child Development and Early Education requirements.

*** Position will be posted until filled ***

Essential Responsibilities

Support, and comply with all Center policies and policies of the Early Childhood Education instructional program(s). The confidentiality of each child and family must be maintained at all times.

Read, understand, and practice the following handbooks:

1. NCC Employee Handbook
2. NAEYC Code of Ethics
3. NAEYC – DAP Book
4. The Division of Child Development and Early Education: NC State Licensing Regulations
5. Early Childhood Environment Rating Scales
6. NC State Health Department Regulations

7. NCC-Child Development Center Parent Handbook
8. NCC-Child Development Center Staff Handbook

- Maintain flexibility with staff patterns, schedules, and center responsibilities as the goal of the center is to provide quality early education that requires the performance of various duties to benefit the program.
- Promotes child development and learning; Builds family and community relationships.
- Uses HiMama to communicate information to parents and families.
- Demonstrates developmentally effective approaches to connect with children and families.
- Is an Early Childhood professional and uses such standards to manage relationships.
- Promotes healthy eating practices according to Division of Child Development and Early Education.
- Promotes child development and learning
- Builds family and community relationships
- Demonstrates knowledge on how to observe, document, and assess children's learning (Creative Curriculum 5th Edition Assessment Tool Kit)
- Treat children, parents, students, and each other with respect and kindness. Children must be nurtured and discipline must always be respectful of the child.
- Use content knowledge to build meaningful curriculum
- Maintain current personnel file.
- Keep necessary records on individual children within group and forward to the Director, Child Development Center, names of parents, allergies, medical conditions/medications, and developmental progress.
- Document child's progress by keeping anecdotal notes
- Use the anecdotal notes to document the child's developmental assessment
- Plan and maintain a physical environment that is conducive to meeting group objectives, ensure classroom is kept clean, ensure health and safety regulations are met, arrange group area to meet needs of children, and maintain organization/neatness of group area.
- Ensure all charts/forms are accurate, daily reports, accident reports, medicine forms, feeding charts, and sign-in/out sheets.
- Develop and maintain open lines of communication with parents, develop specific communication networks, acknowledge parent needs, talk with parents about their child's development; ensure parents are familiar with all staff and volunteers.
- Submit developmentally appropriate lesson plans.
- Attend and participate in quarterly staff meetings
- Maintain daily schedule and plans for classroom activities for effective instruction
- Substitute sub folder is always up-to-date.
- Schedule, prepare, and participate in annual parent/teacher conferences.

- Submit recommendations for program improvement to the Director, Child Development Center, in a timely manner to coincide with budget preparation.
- Attend the NC – AEYC annual conference and complete the required number of on-going training hours according to DCDEE

ESSENTIAL RESPONSIBILITIES FOR COLLABORATION OF EARLY CHILDHOOD DEPARTMENT:

- Participate in and support ongoing assessment, planning and evaluation to improve student learning.
- Works collaboratively with the EDU department faculty to ensure developmentally appropriate practice is demonstrated for EDU interns within the classroom setting.
- Mentor and evaluate EDU interns.

OTHER NASH COMMUNITY COLLEGE ESSENTIAL RESPONSIBILITIES

- Participate in professional development activities provided by NCC session in support of the Early Childhood Education instructional program.
- Participate in NCC's self-performance evaluation process
- Participate in College events and activities.
- Perform other duties as assigned which contribute to the efficient and effective operation of NCC.
- Monitor additional staff, NCC Interns, and volunteers working within the classroom setting.
- Read and comply with all correspondence issued by NCC and/or the Director, Child Development Center.
- Participate in staff development activities and evaluation processes as appropriate

PHYSICAL/EMOTIONAL-SOCIAL REQUIREMENTS

While performing this job the employee is:

- Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms
- Frequently required to stand; walk, stoop, kneel, or run
- Frequently required to lift up to 25 pounds
- Specific vision abilities required include: close vision and the ability to adjust focus to operate computer or IPAD
- This position also requires the ability to periodically work under time pressure
- This position requires the ability to communicate verbally with people

Minimum Qualifications

Associates Degree in Early Childhood Education or Child Development or related discipline from a regionally accredited institution with 2 years of experience. Must submit a Federal criminal records check and fingerprints.

Agency

Nash Community College

Address

522 North Old Carriage Road

Rocky Mount, North Carolina, 27804

Phone

2524518258

Website

<http://www.nashcc.edu>

Benefits

Nash Community College provides a comprehensive, affordable insurance and benefits program. We are continuously investigating new benefit offerings that are responsive to the needs of our full-time employees.

- State Health Plan
- Health Care and Dependent Care Flexible Spending Accounts
- Dental Insurance
- Vision Insurance
- Additional Supplemental Insurances
- Disability Plan
- NC Retirement Plan
- Leave (Vacation, Sick, FMLA, Civil and Military, Community Service, and Voluntary Shared)
- Paid Holidays
- Credit for Prior State Service
- Supplemental Retirement Plan
- Employee Assistance Program