



Lead Teacher

Position: Full-Time, 12-month with complete benefit package

Wage: 31,000-36,000

Description:

This position is responsible for the education and care of a group of young children within the 0-5 age range. Canvas Early Learning Center is a self-funded program located on the campus of the University of Montana Western. The Lead Teacher should be committed to the early childhood profession, as well as exemplary care and education of young children.

Lead Teachers should demonstrate understanding of developmentally appropriate practice across all age groups, inquiry- and play-based learning, positive child guidance strategies, parents as partners, and the Montana Early Learning Standards. Key functions of this position will be to plan the care and education of up to 20 children daily, supervise assistants and volunteers, and uphold strict guidelines according to state licensing and the Early Learning Center's vision, mission, policies, and procedures.

Commitment: to provide exemplary care and education to young children.

Responsibilities:

- Responsible for the exemplary care, health and safety of up to 20 children in a classroom and care environment.
- Plan developmentally appropriate, emergent curriculum and facilitate learning in a play-based environment.
- Keep detailed records of children's abilities and growth, attendance, health, safety and nutrition, and licensing requirements
- Build relationships with families and the community by communicating regularly and conducting conferences/home visits as necessary. Meetings may occur during non-standard work hours.
- Supervise, communicate with, and create a team environment for rotating assistant teachers.
- Supervise volunteers.
- Uphold and model the vision, mission, policies and procedures of the Early Learning Center.
- Meet with the Director weekly to discuss classroom needs, challenges, and programming.

Requirements:

- **Education:** Bachelor's Degree with a minimum of 24 credits in Early Childhood Education, Child Development, Early Childhood Special Education, or related field.
- **Experience:** Minimum of 2 years' successful experience in an Early Childhood Education setting.
- **Provide:** a copy of immunizations and fingerprints in accordance with state licensure
- **Knowledge:**
 - Licensing requirements, health, safety, and nutrition as it applies to the classroom and children.
 - Positive child guidance strategies as tools for classroom management, knowledge of social-emotional development, trauma-informed practices, and building community within the classroom.
 - Developmentally Appropriate Practices, planning highly interactive learning experiences, creating and facilitating engaging learning experiences through play and the environment, writing and implementing robust plans for learning.
 - If not already knowledgeable, willingness to learn technology and tools such as Microsoft Office applications, Childcare management hubs, etc. to maximize use and troubleshoot issues.
- **Abilities:**
 - Supervise a classroom team of rotating assistants and volunteers ensuring that programming needs are met.
 - Communicate effectively with children, families, administration, and staff verbally and through a variety of means; ensuring that everyone stays up-to-date on the endeavors of the program. Develops systems to maintain communication and classroom procedures.
 - Keep detailed, accurate records of authentic assessment data, licensing requirements, classroom budget.
 - Exercise good judgment and diplomacy in all situations, especially when involving families and community or the safety of the children.
 - To move in accordance with the children and lessons being taught. Must be able to sit in low chairs, stand, jump, run, crawl, etc. in indoor and outdoor environments.
 - Maintain neat, tidy and sanitary indoors and outdoors environments.
 - Demonstrate good moral character and a high standard of ethics.
 - CPR and Pediatric First Aid.
 - To meet all state licensing regulations, including immunization.
 - Advocate for children, families, the program and the profession.
- **Training:** Has or is willing to obtain, within a stated framework, required training for State licensure. Registered or is willing to register on the Early Childhood Project's Practitioners Registry immediately upon hire and maintains current status by completing professional development opportunities each year. Has or is willing to obtain immediately, CPR and Pediatric First Aid certification within 30 days of hire.

Preferred Qualifications

- Knowledge of state and federal programs such as CACFP and Best Beginnings Scholarship.
- Knowledge of STARS to Quality or NAEYC Accreditation