

### General Position Description

October 23, 2019

The School Age Director/Lead Teacher is responsible for ensuring the health, safety, and quality of education, for all children within the center's care. The School Age Director/Lead Teacher is directly accountable for overall operational management in accordance with well-established guidelines, including curriculum development, staff and facilities management, legal and budgetary considerations, and long range planning. The School Age Director/Lead Teacher ensures that the needs of the students and the goals of the center are met appropriately.

### This Position Reports to the Assistant Director

### Key Responsibilities

- Manage adherence to quality standards and center policies in accordance state and local requirements. Maintain quality effectiveness measurements in Ohio's Quality rating system Step up to Quality.
- Plan individual and group age-appropriate activities to actively engage children and encourage social, cognitive, emotional and spiritual growth.
- Supervise teachers, teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Lead staff to implement High Scope Curriculum Framework within the Building For a Primary Classroom Curriculum; collaborate with staff to develop positive learning activities.
- Lead by example; encourage teaching team success through modeling and coaching.
- Maintain communications with parents of current and prospective students through direct conversation, newsletters and parent handbook; implement community outreach activities to maintain and promote positive community relationships.
- Maintain positive relationships with regulatory agencies; ensure legal compliance.
- Oversee all office functions including time sheets, tuition billing and receipt of parent payments, staff supervision and purchase requests. Maintain accurate records, forms and files.
- Resolve conflicts including corrective action when necessary to ensure a positive experience for everyone.
- Follow illness and emergency procedures; ensures staff is trained appropriately.
- Work with Management team to implement a strategic plan and goals in keeping with the mission of program.
- Maintain a personal professional development plan to ensure continuous quality improvement.

### Additional Knowledge, Skills and Experience Required

- Minimum of 3 years of supervisory experience.
- 5 years of direct professional experience in an early childhood setting.
- Strong oral and written communications skills; technology skills.
- Ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check.
- Must pass health screening.

### Educational Requirements

- Preferred: Bachelor's Degree in Early Childhood Education or related field.
- Minimum: Associates degree in Early Childhood Education.

### Physical Requirements

Ability to lift up to 40 lbs., sit, stand, squat for extended periods of time.

### Employment Type

Full-Time