

**Bentonville Public School
Job Description**

TITLE: Lead Teacher for Childcare Enrichment Services Building Bridges Program
QUALIFICATIONS: 18 years or older with a high school diploma or GED
Experience in childcare
REPORTS TO: Site Director
SUPERVISORS: None
JOB GOALS: Provide a safe, stimulating, and educational environment for children

Performance Responsibilities:

Classroom:

1. Maintain safe and sanitary classroom area and equipment.
2. Arrange classroom for optimum efficiency/usage.
3. Be aware of possible hazards.
4. Keep work and play areas neat and organized.
5. Update room decorations.
6. Keep closets and shelves in order. (Lock up hazardous materials.)
7. Clean and sanitize all toys and play areas weekly.

Program:

1. Follow the daily schedule of activities.
2. Keep an attendance record daily.
3. Prepare, serve, and clean-up snack.
4. Post necessary information for parents.
5. Maintain records of accidents and incidents.
6. Maintain phone log.
7. Note any special instructions from parents.
8. Organize work efficiently.
9. Report to the Site Director any problems with students, parents, or other staff; also any other problems you may have.

Other Job Requirements:

1. Be familiar with and follow all Building Bridges Policies.
2. Refer parents with questions to the Site Director.
3. Discipline should be handled through the Site Director.
4. Attend scheduled meetings.
5. Attend at least 15 hours of training each year.
6. Check children for illness and inform the Site Director.
7. Supervise bathroom breaks and hand washing.
8. Maintain an accurate student count at all times. (Staff/Child Ratio)
9. Inform the Site Director of any potential problems in or around the site.
10. Be aware and adhere to all licensing requirements.
11. Ensure that each child leaves with parent or authorized person.
12. Must give notice if you cannot be at work at your scheduled time.
13. Other duties as assigned.

Knowledge, Skill, and Ability:

1. Have skills in creating a fun, learning, and safe environment for children.
2. Respond to children's needs.
3. Interact with children at all times.
4. Provide curriculum materials that are developmentally appropriate.
5. Have theme-related lesson plans that are age appropriate.
6. Maintain control of the group.
7. Maintain discipline as outlined in the Handbook.
8. Oversee and interact with children during outside play time. Count children going out and coming in.
9. Accompany children at all times.

Staff and Personal Relations:

1. Have a positive attitude (Wear a smile!)
2. Communicate and cooperate with other staff members.
3. Communicate and cooperate with parents daily.
4. Promote teamwork.
5. Be flexible.
6. Be punctual.
7. Take initiative.
8. Use good judgement.
9. Keep information confidential. (NO GOSSIP!)
10. Support the Building Bridges Program in accordance with all relevant policies and procedures.
11. Establish and maintain effective working relationships with the Administrative Team and other staff.
12. Maintain a professional image.
13. Be trustworthy.
14. Be loyal to the Site Director and the Administrative Team at all times.
15. Be attentive and loving to the children at all times.
16. Follow instructions given by the Administrative Team.

Qualifications include enjoyment of young children, good mental and physical health, TB skin test within the past year, and respect for diverse cultural backgrounds, willingness to complete training requirements, and willingness to undergo background checks required by law.

TERMS OF EMPLOYMENT: Based on Childcare Enrichment Services Salary Schedule

EVALUATION: Performance of this job will be evaluated based on the Childcare Enrichment Services Employee Handbook and Evaluation.

I understand and will abide by all the requirements and responsibilities of the position of Building Bridges Lead Teacher.

Approved By _____ Date _____