



Job Title: **Lead Classroom Teacher**  
FLSA Status: Non-Exempt  
Department: Youth Development

Status: Full-Time  
Reports to: Early Learning Director  
Revision Date: 7/18/2025

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### **POSITION SUMMARY:**

The Lead Classroom Teacher reports to the Early Learning Director. Lead Classroom Teachers attend regular meetings held by the Early Learning Director who observes, advises, and serves as a mentor to curriculum management, classroom schedules, record keeping and the classroom environment. The Lead Classroom Teacher is responsible for all aspects of their students' classroom experience, as well as for partnerships with parents, professional and personal growth, support of Classroom Teachers and support staff, and administrative duties.

### **ESSENTIAL FUNCTIONS:**

Responsibilities and Duties:

#### **Classroom Environment**

Create a nurturing, respectful, and safe classroom environment that responds to the needs of each student.

- Implement curriculum in accordance with guidelines to best practices.
- Supervise, guide and support Classroom Teacher effectively to develop, share and participate in classroom activities to meet developmental and academic objectives.
- Use constructive feedback from Early Learning Center Director to improve curriculum, classroom environment, and address individual student needs.

#### **Student and Family Support**

To ensure that students are meeting developmental level expectations, to collaborate with parents as partners, and Early Learning Center Director to help increase student achievement

- Hold parent-teacher conferences two times a year and as needed to provide feedback on students' developmental progress. Prepare necessary level progress reports for all children in classroom.
- Respond to emails and phone calls from parents in a timely manner.
- Participate in discussion with the Early Learning Center Director and other classroom faculty regarding the successful transition of children from level to level.

#### **Professional and Personal Growth**

To model lifelong learning and to meet professional development requirements

- Attend professional development workshops outside of school. All requests should be placed with the Early Childhood Director in a timely manner.
- Set professional and personal goals to be discussed with the Early Learning Center Director and/or Executive Director
- Support colleagues as needed

#### **Administrative Responsibilities**

To assist in the efficient and effective management of the school

- Demonstrate professionalism in every aspect of the job and adhere to SEA guidelines and professional standards in Handbook
- Follow protocols for managing information (i.e. attendance) and completing requests (i.e. purchase orders, supplies, personal days), etc., as further detailed in the This organization Employee Handbook

- Meet all school deadlines
- May be asked to join a committee
- Maintain open communication with Administration and colleagues
- Use a timely and positive manner when voicing concerns or seeking help from Administration.

#### **Additional Responsibilities:**

All teachers share responsibility for the well-being of the school. Aspects of this responsibility are:

- Maintaining and striving for an openness to understand and work with the goals and objectives of SEA and child development.
- Attendance and participation in scheduled staff meetings, as well as work days throughout the academic year as scheduled.
- Make themselves available, as appropriate and applicable to their schedule, to offer extra help to students and their parents. This availability will be communicated to the families in the class.
- Attendance/assistance at major all-school activities and open houses.
- Preparation of a yearly class play or presentation as may be suggested by the curriculum.
- Create age-appropriate aesthetics in classrooms including nature tables and seasonal displays.
- Participate in enrollment process of new students in areas such as, but not limited to, student interviews, parent interviews, student skill assessment and arranging for perspective student's play date.
- Maintain and make readily available a lesson plan that can be given to a substitute teacher in the event of an absence.
- Participate in a professional development and accountability plan. In the event of a planned absence, make arrangements for a substitute and ensure that they receive any lesson plans and materials needed to cover the missed class(es).
- Responsible for upholding all staff safety requirements including cleaning protocols throughout the day, as required by my department.

#### **QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university with at least 12 credit hours of child development or early childhood education or elementary education or a related field preferred. (Incumbents will complete AA within 2 years and BA/BS within 4 years from date of acceptance.)
- A valid Florida Childcare Staff Credential (Director Credential preferred)
- Minimum of 3-5 years teaching in an early childhood setting
- A deep love for children, respect for parents, enjoyment of working in collaboration with faculty and staff colleagues, joy and enthusiasm in their work, and a commitment to self-development in order to become a model worthy of imitation by the children.
- The ability to lead others and mentor classroom teachers as needed
- Strong teaching and student management skills
- Strong interpersonal skills
- Strong written and verbal communication skills
- Strong organizational and computer skills
- Successfully complete DCF background screening requirements as well as meet the association policies on background screening.

#### **CERTIFICATIONS AND TRAINING REQUIREMENTS:**

- Infant/child CPR & First Aid
- Annual completion of Blood Borne Pathogens training
- Annual completion of Child Sexual Abuse Prevention class
- Staff Safety Requirements/Cleaning Protocols
- Additional training classes as recommended and needed for continuing education credit.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, kneel or stand extended periods of time. The employee frequently is required to reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

This organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and This organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the This organization may deem appropriate.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_