

## COMMUNITY ACTION PARTNERSHIP FOR SOMERSET COUNTY

**NAME:** Monica Boden  
**JOB TITLE:** Pre-K/Head Start Lead Teacher  
**DEPARTMENT:** Early Childhood Education

**FLSA STATUS:** Exempt  
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### **OVERALL PURPOSE:**

This position is responsible for the creation and execution of a developmentally appropriate, stimulating, individualized curriculum for the preschool student. This position is also responsible for encouraging family involvement with the student's development and education.

### **ESSENTIAL FUNCTIONS:**

#### **1. Implement agency curriculum to develop lesson plans**

##### PERFORMANCE MEASURES:

- Ensure classroom environment is developmentally appropriate and takes into consideration the social-emotional, cognitive, language and motor skills of the student
- Ensure the individual needs of each student are met

#### **2. Maintain records.**

##### PERFORMANCE MEASURES:

- Conduct daily assessments of student progress and measure 3 times per year
- Prepare monthly reports
- Prepare daily lesson plans

#### **3. Encourage parent involvement in student's education.**

##### PERFORMANCE MEASURES:

- Conduct 2 home visits per year, if required
- Conduct two parent conferences per year
- Meet in accordance with IEP requirements
- Create newsletters

#### **4. Attend meetings and trainings to further professional development.**

##### PERFORMANCE MEASURES:

- Attend all required meetings and trainings
- Seek out opportunities for professional development

#### **5. Maintain a safe and clean learning environment.**

##### PERFORMANCE MEASURES:

- Ensure required ratio is always maintained
- Ensure all transitions to and from classrooms are safe and well monitored
- Inspect the environment daily to ensure all safety requirements are met
- Follow daily cleaning requirements to maintain a healthy learning environment
- Send supply and restocking request to management monthly

#### **6. Follow appropriate guidance and discipline policies and procedures.**

##### PERFORMANCE MEASURES:

- Ensure students are aware of rules and consequences
- Ensure behavior plan is followed if necessary
- Use positive methods of guidance

#### **7. Recruit families to maintain full enrollment.**

##### PERFORMANCE MEASURES:

- Participate in a minimum of 2 recruitment activities per school year
- Assist with ongoing marketing of programs

#### **8. Schedule and oversee classroom volunteers.**

##### PERFORMANCE MEASURES:

- Maintain a daily schedule for volunteers.
- Training volunteers in developmentally appropriate practices.

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**OTHER DUTIES OF JOB:**

1. Must be able to lift 40 pounds
2. Ensure children’s safety through sight, sound, and mobility
3. Must pass initial and periodic physical exam
4. Eat meals with children as part of the learning environment
5. Perform other related duties as required
6. Must maintain confidentiality of children, families and staff

**SUPERVISION RECEIVED:**

Supervision is received from the Education Managers

**SUPERVISION ADMINISTERED:**

This position does not require the supervision of staff

**QUALIFICATIONS**

**EDUCATION**

- Bachelor Degree in Early Childhood Education

**EXPERIENCE AND/OR TRAINING**

- Two years preferred

**LICENSES OR CERTIFICATIONS**

- PA Teaching Certification

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Identify problems, investigate the root-cause, and make recommendations for solutions.
- Use verbal skills to transfer information to large groups and/or influence others.
- Prepare business documents, client case notes, technical reports, manuals, articles, financial reports, etc.
- Database/Contact Management Software
- Internet/E-mail
- Word Processing Software
- Follow established confidentiality policy, safety standards, or applicable regulations
- Organizational skills
- Adapt to a Constantly Changing Work Environment
- Independent Judgment and Discretion
- Utilize Creativity
- Work Closely with Others

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of HR Representative

\_\_\_\_\_  
Date