

Lead Teacher - Family Refuge

At Family Refuge we support families in our community who are at risk of spiritual, emotional, and physical poverty. Family Refuge offers a place for safe childcare, community resources, parent training, and Biblical education all in the context of relationships. The result is healthier families, vibrant spirituality, and a stronger community.

We want a Lead Teacher who will ensure a secure classroom environment, nurturing each child, and fostering their development. Central to the role will be daily interactions aimed at building strong relationships with both children and their families. In addition to managing the day-to-day operations of the classroom, they will play a crucial role in advancing Family Refuge's mission of guiding the families we serve toward spiritual growth. Keep reading if you think you're up for the challenge.

The basics:

- Works well in a collaborative team environment
- A cultural sensitivity and humility when interacting with diverse staff and families
- Reliability and confidentiality are a must with a commitment to mandatory reporting when necessary
- Flexible and adaptable as situations and issues arise
- A quick thinker who upholds systems and compliance
- A servant's heart who has a desire to helping others grow

The works:

- Give oversight and guidance to the assistant teacher in the classroom.
- Maintain accurate records of daily activities, required supplies, incident reports, and calendar updates with needed staff.
- Collaborate with Assistant Teachers to develop classroom lesson plans, including daily activities, field trips, and life skills development.
- Coordinate with other staff and classroom groups to ensure the smooth functioning of the center, including flexibility to meet the evolving needs of the children.
- Utilize drop-off/pick-up times and parent conferences to discuss individual child development and progress, supporting parents in developing observational skills and soliciting their feedback.
- Implement and oversee attendance tracking and compliance with CACFP regulations, including meal counts, menu submissions, and adherence to cleaning and safety standards.

- Engage in mealtimes with children, promoting social and self-help skills and nutritional education.
- Participate in staff training, meetings, and parent engagement sessions as required.
- Assist in daily cleaning and management tasks.
- Support the implementation of children's Individual Education Plans (IEPs) or Individual Family Service Plans (IFSPs), seeking clarification where needed.
- Collaborate with the Director in completing necessary reports.
- Perform other duties as assigned.
- Reports to Childcare Director

What it looks like:

- Minimum age of 18 and possess a high school diploma or equivalent
- Commitment to attending at least one monthly webinar or workshop aimed at achieving CDA credentials or higher educational qualifications.
- Full Time Position (40 hours per week)
- \$14-\$16/hour salary range
- Working Conditions
 - Possible exposure to blood and bodily fluids or tissues
 - Possible exposure to communicable diseases
 - Must be able to lift 55 pounds
 - Job requires standing for long periods, as well as stooping, squatting, and running.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date

Supervisor Signature

Date

Department Signature

Date