

# **The Modern Tot**

## **Job Title: Lead Teacher**

**Pay Rate: \$15 - \$17/hr**

**Hours: Full Time**

### **Primary Responsibilities: Child Care + Education**

- Attend to children's basic needs including food, safety, diaper changing and attention.
- Organize daily lesson plans designed to promote physical, mental, and social development.
- Teach daily lessons and positively engage and communicate with each student in the class throughout the day.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Enforce all administration policies and rules governing students.
- Prepare materials and the learning environment for class activities every day.
- Serve meals and snacks in accordance with The Modern Tot's policy and schedule.
- Assimilate arriving children to the school environment by greeting them with a smile, helping them put away their things, and selecting activities of interest to them.
- Guide the class in the daily routine and schedule set by the school.

### **Secondary Responsibilities: Administrative**

- Update the Bright Wheel mobile app periodically throughout the day to communicate with parents concerning the status of their child.
- Attend ongoing training for early childhood development
- Take an accurate inventory of classroom equipment, materials and supplies and request more as needed.
- Attend all staff meetings and inservice days.

### **Additional: Facility Care**

- Clean classroom upon arrival and before departure according to The Modern Tot cleaning procedures.
- Periodically check bathrooms and lunch area to ensure their cleanliness.