

Job description

JOB TITLE: LEAD PREK TEACHER

LOCATION: Georgetown, CO

SCHEDULE: 8 hours a day, 4-day school schedule, with staff meeting time and additional work assignments, as needed or scheduled.

TERM: Beginning 2024-2025 school year, July 2024

WORK STATUS: Hourly, Full time, Non-exempt, At-will position

REPORTS TO: Early Childhood Education Director

Under the administration of the ECE Director, The Pre-K Lead is responsible for creating and maintaining a classroom culture of health and safety, both physical and emotional. Maintaining regular communication with supervisors and contributing to the overall effective operation of the early childhood program. He/She would also be leading the PreK room with students 3-5 years. The ECE program is a part of the Georgetown Community School (elementary charter school) and serves children 18 months-5 years of age.

POSITION SUMMARY: We are seeking a person with a passion for serving our youngest learners and the ability to expand our program to better serve our community's needs. The Lead teacher is responsible for overseeing the PreK room. The individual in this position will understand the development and demonstrate a concern for the proper care and well-being of the children. This person can interact effectively with families and children as well as the ability to work cooperatively with other staff members. They will also be in charge of billing and financial statements for both the Toddler Room and the PreK room. They will also organize who will be on UPK and CCCAP as well.

This person must be at least 18 years of age and meet state licensing requirements for an Early Childhood Director. A minimum of 6 months working with young children in a childcare setting is preferred. Must be able to lift 35 pounds. CPR and First Aid certification required. Knowledge of developmentally appropriate practices (DAP) preferred. Must pass background check and fingerprinting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Planning, supervising, and implementing all aspects of the instructional program.

- Serving as lead teacher in one of our classrooms
- Develop and maintain a sustainable process for students moving from early education programs to kindergarten.
- Responsible for the supervision, evaluation, and professional development of professional and instructional support staff in early education programs.
- Work with teachers in developing a master schedule that utilizes staff and building resources to a maximum degree of effectiveness.
- Maintain a system of pupil placement, records, attendance, accounting, evaluation, and other required data in accordance with state practice.
- Acts as the liaison between the students and the parents.
- Maintain oversight and compliance with special education rules and regulations pertaining to early education programs

JOB TYPE: Full-Time Hourly

SALARY: \$20.00 - \$22.00/HR + depending on experience

GCS is an at-will employer.

BENEFITS: Full-time employees will qualify to receive health insurance through United HealthCare.

GCS is a public employer and participates in the Colorado Public Employees' Retirement Association (PERA). All employees are required by state statute to contribute 11% of salary on a pre-tax basis to PERA and the District contributes 21.4% in addition to employee contribution.

EDUCATION: Associate-preferred but not required

EXPERIENCE: Teaching 1 year-preferred but not required

LICENSE/CERTIFICATION: Lead Teacher qualified-we will assist as a school to complete them

APPLICATION INSTRUCTIONS: Send to samantha.klemm@ccsdre1.org
or mail to:

Georgetown Community School

PO Box 129

Georgetown, CO 80444

Incomplete applications and/or resumes received will not be considered.