

JOB TITLE: LEAD TEACHER TODDLER ROOM

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, August 2023

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

REPORTS TO: Early Childhood Education Director

The individual in this position is responsible for planning and conducting developmentally appropriate care and education for children, working with parents, the community, and participating in staff planning and decision making. The ECE Program is part of GCS Elementary Charter School and serves children from 18 months - 3 years of age.

POSITION SUMMARY: The individual in this position will understand the development and demonstrates 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. This person must be at least 18 years of age and meet state licensing requirements for a lead teacher. Preferred qualifications are lead teacher and assistant teacher qualified according to the Department of Human Services of Colorado. 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 and implementing learning activities that are both preplanned and responsive to the spontaneous initiatives of young children.
- Demonstrated knowledge of developmentally appropriate practices (DAP).
- Ensuring a physically safe and healthy learning environment which meets the goals of the program.
- Promotes and fosters each child's positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional, and cognitive growth.
- Attending and participating in staff meetings, training sessions, and planning activities.
- Maintaining confidentiality regarding all personal information about children, families, and staff.
- Experience with various classroom management techniques.
- Assists children with personal care activities to include toileting, feeding, and cleanliness needs in relation to age and stage of development.
- Completing required assessments using Teaching Strategies GOLD and ASQ's.
- Complete 15 hours of ongoing trainings a year.

- Ensuring daily attendance and health logs are maintained.
- Conduct conferences with parents/guardians to notify parents of their children's academic, emotional, and social progress.
- Attending and participating in staff meetings, training sessions, and planning activities.
- Adheres to all established policies, procedures, and code of ethics.
- Assisting in public events sponsored by the school.
- Maintaining regular attendance and punctuality.
- Maintaining confidentiality.
- Complete required training yearly through the state of Colorado Human Services.
- Providing for the supervision of children.
- Completing other tasks as requested.

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.