



**Position Title:** Lead Teacher

**Reports To:** Childcare Center Director

**Position Overview:** The Lead Teacher is responsible for planning, organizing and implementing a curriculum that meets the developmental needs of the children in the program. The Lead teacher mentors and supervises other FitKids staff in the classroom in order to achieve the highest standards of service

**Required Qualifications:**

- 18 Early Childhood Education Credits credits
- Must meet Lead Teacher qualification standards according to the New Hampshire Childcare Licensing Bureau

**Preferred Qualifications:**

- Bachelor's Degree In Early Childhood Education or equivalent

**Key Accountabilities:**

Leadership Duties:

- Prioritize safety and well-being of children at all times
- Supervise and mentor Associate and Assistant Teachers in the classroom
- Supervise other FitKids staff performance and delegate responsibilities
- Perform KPI reviews and evaluations for assigned FitKids staff
- Conduct parent/teacher conferences
- Participate in regular Lead Teacher and all-staff meetings
- Collaborate with other FitKids classrooms on projects and events
- Perform tasks related to the well-being of children, including but not limited to feeding, holding, changing and playing
- Communicate problems, concerns or questions to the Assistant/ Managing Director

Classroom Management

- Develop and implement a well-rounded, comprehensive play-based curriculum that promotes physical, emotional, social and cognitive development
- Develop curriculum goals based on individual children's needs
- Ensure a welcoming environment for children and families at all times
- Maintain positive, open channels of communication with families

- Create and maintain an engaging, well organized classroom
- Engage individually with students, appreciate their uniqueness
- Help children resolve conflicts and positively manage their feelings
- Provide guidance to children through redirection and positive reinforcement
- Design weekly lesson plans and family newsletters
- Organize and coordinate events and activities for families
- Abide by the Rules and Regulations of the New Hampshire Childcare Licensing Bureau
- Follow NH Early Learning Standards to assess and document children’s progress
- Available to work a varied and flexible schedule
- Help with staffing coverage as necessary

**Health & Safety**

- Coordinate meal and snack preparation
- Maintain clean and hygienic shared spaces at all times
- Maintain a clean and organized classroom
- Prepare accident reports as needed
- Review and approve accident reports completed by other staff
- Adhere to all policies within the RVC & FitKids employee handbooks.
- Ensure FitKids safety and security standards are maintained at all times (sign in/out, dispensing first aid/medications, accident reports, appropriate clothing, etc)
- Maintain confidentiality of information regarding families and children

**Skill Qualifications:**

- Bachelor’s degree in Early Childhood Education or a related field preferred
- Two or more years of professional teaching experience
- Meet NH Lead Teacher licensing requirements.
- Excellent interpersonal and communication skills
- CPR and First Aid certifications

**Additional Expectations:**

- Ability to lift children up to fifty pounds
- Able to bend, stoop, kneel, and sit on the floor with children
- Attend after hours staff meetings as required

*I have read and understand the duties set forth in this job description and certify that I am capable and willing to complete the tasks as required.*

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**Employee signature/name**

**Date**

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**FitKids Director Signature/name**

**Date**