



**BOYS & GIRLS CLUBS
OF SAN DIEGUITO**

POSITION JOB DESCRIPTION

JOB TITLE:	Lead Teacher, Carmel Valley Montessori School (CVMS)
DEPARTMENT:	Specialty Programs, CVMS
REPORTS TO:	CVMS Director
LOCATION:	Polster Branch, 3800-A Mykonos Lane, San Diego, 92130
JOB CLASSIFICATION:	Full-time, Benefits-eligible (Medical, dental, vision, life, Long-Term Disability, 401k w/employer match, Flexible Spending Account, Voluntary Supplemental Insurance, 13 paid holidays, accrued paid vacation, paid sick time, Legal services, ID Theft monitoring, and Pet Care Insurance)
FLSA:	Hourly, Non-Exempt
SHIFT: DAYS/HOURS	9am – 6pm (60min Unpaid Lunch) to support the class for ages 2-5 years old
SALARY:	\$21.00 - \$23.50/hour DOE

Job Summary:

The Lead Teacher is responsible for leading their assigned class, to include maintaining the classroom and overseeing the health and safety of the children. Lead Teachers report to the CVMS Director.

Major Duties and Responsibilities- Key Roles:

1. Plan, implement and coordinate the Montessori classroom
2. Maintain a prepared clean learning environment
3. Follow the school handbook and monitor appropriate use and care of equipment and materials
4. Set limits and boundaries and maintain appropriately high standards for child behavior in the Montessori context
5. Observe student activity and base lesson-planning on observed needs and interests
6. Monitor and evaluate student development and outcomes
7. Prepare and present progress reports on all students
8. Communicate effectively with students to ensure instruction and holistic development
9. Communicate effectively with parents and staff to ensure connection and commitment
10. Take children to and from the bathroom
11. Supervise children while they are in the bathroom
12. Conduct Fire/Earthquake drill readiness with the children
13. Write up an Incident/Accident report upon a child's injury; provide first aid as needed and notify the child's parents/guardian, if needed.
14. Partner with an Assistant Teacher (if one is assigned to their classroom) in the preparation and maintenance of a clean, orderly and prepared class:
 - a. Cutting and filling paper
 - b. Sharpening pencils
 - c. Preparing art projects
 - d. Helping with snacks
15. Oversee the health and safety of the children in the class assigned; includes knowing the ratio and head count of the children at all times, monitoring in all areas, assessing child's well-being
16. Maintain the cleanliness of the classroom
 - a. Clean/disinfect tables and chairs
 - b. Sweeping and mopping
 - c. Putting chairs up at the end of the day

- d. Dusting (weekly)
17. Participate in other school functions as requested by the Director

Minimum Qualifications

Education: High School Diploma or GED equivalent. Combination of education and related experience is applicable.

Experience: Minimum of 12 Early Childhood Education (ECE) Units. Prior school, teacher, or non-profit experience preferred.

- Must be able to pass a computer-skills test
- All candidates must successfully pass a Criminal Background check and Drug screening before hire.
- If required to drive Boys & Girls Clubs of San Dieguito vehicles: must have or be able to obtain a valid CA driver's license and have an insurable driving record.
- Must have or be available to obtain CPR and First Aid certification (will provide training).

Knowledge, skills, and abilities

- Provide excellent customer service.
- Communicate effectively with youth, parents, staff, and volunteers.
- Strong oral and written communication skills in interactions with coworkers, supervisors, and the public; in person, over the phone, and via e-mail.
- Strong organizational/time management skills and detail-oriented with the ability to work unsupervised and to be a self-motivated problem-solver.
- Demonstrated ability to effectively organize and schedule a calendar of events.
- Ability to maintain confidentiality.
- Demonstrated a keen understanding of the organization's philosophy, mission, and goals.
- Understand and uphold organizational policies and procedures.
- Demonstrate proficiency in computer skills (MS Office including Word, Excel, PowerPoint, Outlook)

Relationships

Internal: Maintains close, positive, and supportive daily contact with the CVMS Director and Teachers to receive/provide information, discuss issues, and/or to explain guidelines/instructions. Maintains positive interactions with students.

External: Maintains positive and supportive communications with parents/guardians and assists the CVMS Director in resolving problems.

Work Environment

This job operates in a youth center environment. The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions (when outside for any reason, such as monitoring children on the playground).
- Subject to noise from loud gyms, open space, youth, and programs
- The work environment is indoors in a temperature-controlled space. During program hours noise levels can increase and become loud due to many children in one area and nature of program.

Physical and Mental Essential Job Functions:

Language Skills

Must possess excellent written, verbal, and interpersonal communication skills and the ability to create, proofread and edit correspondence and written materials. Must be able to project a positive company image

