

FRIENDS ASSOCIATION FOR CHILDREN
1004 SAINT JOHN STREET
RICHMOND, VA 23220

JOB ANNOUNCEMENT

LEAD TEACHER/CHILDCARE TEAM LEADER (Robert Taylor Center):

- I. **Qualifications:** Associate degree in Early Childhood Education or related field with a minimum of five years' experience of work with preschool and school-age children. Professional experience will only be considered in place of Associate Degree if individual meets Virginia Department of Social Service Child Day Care Program Director qualifications with a minimum of 12 credit hours in Early Childhood Education courses. Knowledge of best practices, preschool curriculums, and classroom arrangement. Proficient computer skills and a valid State of Virginia driver's license with a positive driving history required. Bachelors of Science and a current Virginia Department of Education Teacher License preferred. Must be sensitive and responsive to the cultural difference of consumers.
- II. **Responsibilities:** Serves as lead teacher over the entire child development center. Assigned to a toddler class, however, must be able to supervise and teach in all age group as needed. Participates in planning infant, toddler, preschool, and school-age developmental activities and special projects. Assists with supervising and scheduling of center personnel. Serves as center's child development program second in command.
- III. **Duties:**
 - A. Assists with coordinating all preschool and school-age child care activities under the supervision of the director of child development programs.
 - B. Supervises teaching personnel in absence of center/program director and assists with completing annual performance evaluations.
 - C. Develops and conducts staff workshops on child development training concepts and center concerns/needs (center meeting).
 - D. Supervises center activities, including student attendance, meal compliance, and accountability drills.
 - E. Participates in committee and training activities related to the child development programs.
 - F. Responsible for completing staffing schedules and payroll documentation (time sheets, leave applications, etc.).
 - G. Plans and carries out daily preschool classroom activities.
 - H. Directs the activities of teacher assistants in assigned preschool program and group leaders in the school-age program.

- I. Prepares and arranges educational materials.
- J. Maintains equipment and wholesome classroom environment.
- K. Serves as liaison for parent activities and keeps parents informed about development of children.
- L. Maintains medication records and procedures.
- M. Consults with social worker on problems related to children and their families.
- N. Serves as back-up van driver as needed (occasionally).

IV. **Reports To:** Director of Child Development Programs

V. **Salary:** \$23,500 - \$25,500/year *Includes Benefits

VI. **Submit Resume To:** FRIENDS Association for Children
1004 Saint John Street
Richmond, VA 23220
FAX: 804-644-0509
EMAIL: ntompkins@friendsrva.org

August 19, 2020