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: ntomkins@friendsrva.org

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