



4515 SW Country Club Drive, Corvallis, Oregon, 97333

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## OLD MILL CENTER FOR CHILDREN AND FAMILIES JOB DESCRIPTION

**POSITION IDENTIFICATION:** Lead Teacher Integrated Preschool Program  
.875 FTE / 10 Months

**POSITION SUMMARY:** The Lead Teacher is part of the Education Team and will be responsible for the planning, preparation and implementation of classroom instructional activities and non-teaching tasks. The Lead Teacher will support children by providing the instruction of children and the supervision of volunteers and interns under the supervision of the Early Childhood Supervisor.

**QUALIFICATIONS:** BA/BS in Early Childhood or related field w/teaching license or experience. Experience/background in pre-school characteristics should demonstrate the following: ability to respond appropriately to each child's developmental levels, to support each child's self-respect and to establish clear limits for behavior; ability to form positive relationships with children and adults; ability to work independently, offer suggestions and recommendations, accept supervision, follow instructions and work as part of team.

**RESPONSIBLE TO WHOM:** The Lead Teacher is responsible to the Early Childhood Supervisor.

### RESPONSIBILITIES:

#### 1. Children's Educational Program:

- A. Plan and implement daily educational program using Old Mill's PICNIC curriculum as foundation and provide an environment reflective of Old Mill Center for Children and Families' philosophy.
- B. Maintain an attractive, clean, safe and healthy environment for children.
- C. Implement children's IFSP/individual goals.
- D. Share responsibility in carrying out daily debriefing with adults in classroom as appropriate.
- E. Assist children through "routine" times: snack, toilet and hand washing, getting ready for outside time, clean up of materials, departure, etc.
- F. Conduct Parent Conferences, home visits and other activities as needed.

#### 2. Parent Support and Information:

- A. Support the educational experiences of parents, interns and volunteers working in the classroom.

- B. Attend parent orientation, meetings and trainings as needed.
  - C. Take responsibility for acting as a liaison between parents, children and school staff.
  - D. Attend staff training as scheduled.
3. Classroom and Center Operations:
- A. Communicate effectively with other staff about routines, events, problems and center maintenance needs.
  - B. Participate in team meetings, staffing, staff meetings and community meetings as agreed upon with the Early Childhood Supervisor.
  - C. Assist in inventories of supplies and materials.
  - D. Provide for care and maintenance of materials and equipment.
  - E. Assist in recording and reporting accidents and medications.
  - F. Recognize role as a contributing member of the staff in the overall program of Old Mill.
  - G. Attend fund raising or special events as needed.

**PROFESSIONAL STANDARDS:**

- A. Follow established standards, policies and procedures of Old Mill Center for Children and Families. Maintain the confidentiality of all client information.
- B. Maintain a positive job attitude including positive team behavior (e.g., willing to pitch in, problem-solving attitude, positive communication style, etc.).
- C. Report at regular working hours, and use an appropriate work ethic.
- D. Demonstrate good skills (courteous and positive) when representing Old Mill Center's interests.
- E. Maintain First Aid/CPR, a Food Handler's card, safe driving record and required auto liability insurance.
- F. Maintain grooming as appropriate for the job.
- G. Subscribe to the NAEYC code of ethics.