

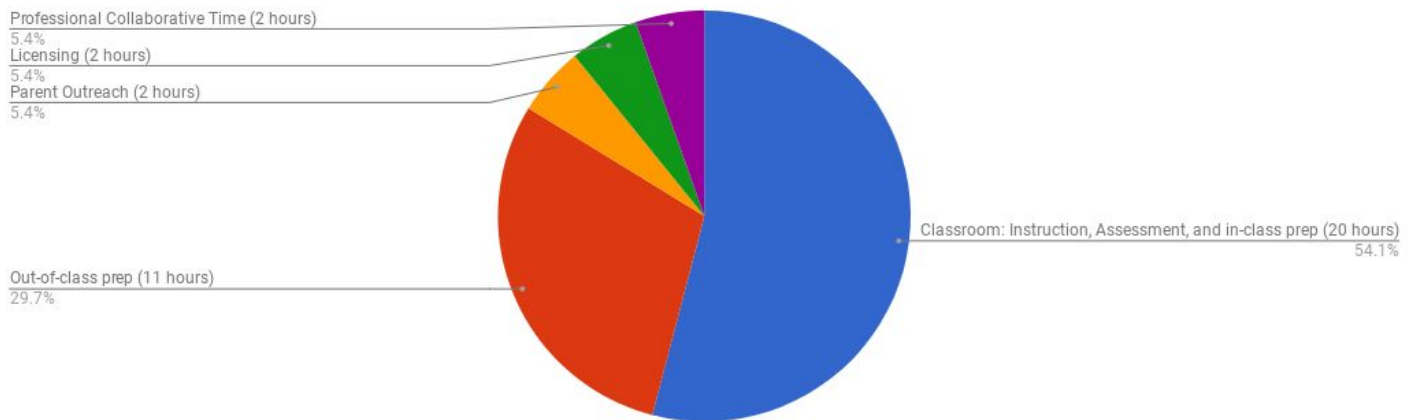
# Joyce -- Park Avenue Site

## Lead Teacher Position Description



**Contract Period:** August 12th, 2019 - June 5th, 2020  
**Schedule options:** **Option 1:** Full-time (37 hours/week), approximately 8:00 a.m. - 3:30 p.m.  
**Option 2:** Full-time (37 hours/week), approximately 10:00 a.m. - 5:30 p.m.  
**Site:** Joyce--Park Avenue Site, 3400 Park Avenue, Minneapolis, MN 55407  
**Reports to:** Program Director  
**Compensation:** \$17-21/hour, DOQ

Joyce-Park Lead Teacher 2018-19: Weekly Breakdown of Hours



### Schedule Options

#### Option 1:

##### Morning Lead, Monday through Thursday

- 8:00 a.m. → arrive at classroom, prepare classroom, work time
- 9:00 a.m. - 12:00 p.m. → lead morning class
- 12:00 - 1:30 p.m. → out-of-class preparation and break time
- 1:30 - 3:30 p.m. → assist with afternoon class and complete in-class work

##### Fridays

- Flexible work time, schedule will vary

#### Option 2:

##### Afternoon Lead, Monday through Thursday

- 10:00 a.m. → arrive at classroom
- 10:00 a.m. - 12:00 p.m. → assist with morning class and complete in-class work
- 12:00 - 1:30 p.m. → out-of-class preparation and break time
- 1:30 - 4:30 p.m. → lead afternoon class
- 4:30 - 5:30 p.m. → clean up classroom, work time

##### Fridays

- Flexible work time, schedule will vary

### **Primary Duties and Responsibilities:**

- **20 hours** Classroom Time: instruction, assessment and in-class prep (student contact time)
  - 12 hours as lead
  - 8 hours as auxiliary lead/assistant and in-class work
- **11 hours** Out-of-Class Prep and Work Time: curricular planning, meetings, classroom set-up/clean-up, preparation of materials, assessment work, etc.
- **2 hours** Parent Outreach: communication and meetings with families, participation in events.
- **2 hours** Licensing: maintenance of student files and class records, daily hazard inspection, cleaning & sanitizing, etc.
- **2 hours** Professional Collaborative Time (teacher/staff meetings, collaborative work time, and trainings)
- **TOTAL: 37 hours/week**

### **Instruction**

- Serves as lead teacher in one class, and auxiliary lead in second class (see schedule Options 1 and 2)
- Ensures students are welcomed daily into a safe, healthy and engaging learning environment.
- Collaborates with other Joyce teachers to create and maintain effective learning areas that embed early literacy (Spanish and English) throughout and reflect cultural traditions.
- Emphasizes social and emotional development for children in their first year of preschool.
- Upholds requirements of Minnesota DHS Child Care Licensing, Minnesota Parent Aware, and NAEYC Accreditation.
- Works collaboratively with lead partner teacher and assistant teacher. Strives for respectful, productive communication on teaching team and dynamic, mutually-beneficial working relationships.
- Guides assistant teachers, interns and volunteers to work with students in large and small groups and individually.
- Works proactively with teaching staff, students, and families to promote positive student behavior. Uses redirection as behavior intervention strategy.
- Arranges for periodic enrichment opportunities through visitors to the classroom and field trips.
- Supervises, supports, and provides feedback to assistant teachers to successfully carry out learning experiences and behavior management for children.

### **Assessment**

- Observes student developmental progress and records observations using the Work Sampling System.
- Evaluates students formally three times per year (fall, winter, and spring) using the Work Sampling System and IGDIs assessment system and reports this data to Program Director.
- Works with literacy tutor (if applicable) to coordinate early literacy assessments.
- Understands that periodic assessments are conducted for purposes of planning effective classes, progressing toward school readiness, and evaluation of program success.

### **Preparation: Curricular Planning & Classroom Environment**

- Uses Joyce Preschool curriculum (including learning goals, assessment strategies, and core vocabulary) to collaboratively plan thematic bilingual, multicultural lessons with other members of the teaching staff.
- Records and saves newly created lesson materials, notes, adaptations, and changes to established curriculum in a document shared with other staff members in Joyce Preschool's Google Drive file system.
- Creates individual educational plans for students as needed.
- Uses results of assessments to plan lessons which meet the learning needs of students.
- Maintains inventory of supplies and oversees organization and cleaning of classroom materials, delegating cleaning tasks to interns and volunteers when appropriate.
- Collaborates with teaching team to set up and maintain a safe, healthy, and engaging classroom according to DHS licensing standards, Minnesota Parent Aware, and NAEYC standards.
- Supervises, supports, and provides feedback to assistant teachers to engage in the curricular planning process.

- Meets regularly with teaching team to discuss student learning needs, curricular goals and activities.

### **Family Outreach**

- Communicates with all families about student learning and developmental progress and required licensing paperwork in person, by phone, electronically, through written notes and twice yearly family-teacher conferences (fall and spring).
- Builds relationships with current and prospective families. Assists with recruiting new families to maintain full class enrollment.
- Contributes to timely production of bilingual newsletters and calendars. Contributes to school electronic communications through website, blog, and social media.
- Participates fully in school-sponsored family events and supports active involvement of parents.
- Processes tuition payments.
- Distributes flyers, letters, etc. from Joyce's main office to families.

### **Licensing**

- Ensures all required student documents are filed before the first day of class and maintains accurate student records per DHS licensing requirements, in paper files, and on the online database.
- Works with teaching staff, interns, and volunteers to clean and sanitize the learning areas daily according to DHS licensing requirements.
- Attends all required trainings (i.e. SIDS, AHT, CPR, First Aid, etc.).
- Maintains safe learning areas according to DHS licensing requirements (Minnesota Administrative Rules, Chapter 9503, Child Care Center Licensing).

### **Professional Collaborative Time**

- Provides daily support to assistant teachers through regular feedback to teaching.
- Recommends appropriate professional trainings and resources to Program Director.
- Participates in formal performance evaluation for self (with Program Director) and for assistant teachers twice per year (mid-year and end-of-year).
- Maintains online profile on Develop website.
- Attends professional development trainings offered at Joyce Preschool and actively seeks trainings offered through Develop. Maintains appropriate number of training hours per year according to DHS licensing requirements. All staff is required to have the equivalent of 2% of their working hours in staff development and training.
- Assists Program Director in maintaining required personnel paperwork, including documentation of trainings (see DHS rule 9503.0120 Personnel Records).
- Engages in the early childhood professional community as well as local neighborhoods and cultural communities served by Joyce Preschool.

### **Minimum Qualifications**

- Meets qualifications according to DHS Minnesota Administrative Rule 9503.0032 for teachers (see [attached document](#) from DHS).
- Education and experience requirements:
  - Child Development Associate Credential AND 1,560 hours of experience as assistant, aide, or intern, or
  - License from the MN Department of Education for Prekindergarten Associate or a certificate or credential for a two-year program from an accredited institution in child development or early childhood education AND 1,040 hours of experience as assistant, aide, or intern, AND 6 quarter credits of additional education.
  - *See DHS Rule 9503.0032 for other possible education and experience combinations.*
- Minimum of 2 years' teaching experience in an early childhood setting
- Bilingual conversational abilities (Spanish/English)
- Experience working with diverse populations
- Knowledge of the diverse communities in Minneapolis

- Basic computer skills (email, electronic filing systems, and word processing)
- Ability to manage multiple priorities

**Desired Qualifications**

- 3+ years' experience as a Lead Teacher in a preschool setting
- Fully bilingual (high level of oral and written Spanish and English)
- Experience as a supervisor/manager of other staff
- Experience with parent education and/or home visiting
- Experience in a bilingual educational setting
- Bachelor's degree or higher in Early Childhood Education, Child Development, or related field AND 1,040 hours of experience as assistant, aide, or intern, AND 18 additional quarter credits of education.
- Proficient in Microsoft Office Suite

Salary based on pay range of \$17-21 hourly.

Joyce Preschool does not discriminate against any person because of race, color, sex, sexual orientation, gender identity, national origin, age or disability.