



**MENLO PARK CITY SCHOOL DISTRICT  
LEAD TEACHER, EARLY LEARNING CENTER  
JOB DESCRIPTION**

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**TITLE:** ELC Lead Teacher

**DEPARTMENT/SITE:** Early Learning Center

**REPORTS TO:** Director, Early Learning Center

**SALARY:** \$60,475 - \$71,879 (Approximately \$37 to \$44 an hour)

**CLASSIFICATION:** Unrepresented Certificated

**WORK YEAR:** 198 Days

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**GENERAL SCOPE:**

Under the direction of the Early Learning Center Director, provides leadership to create a safe, welcoming and stimulating educational environment for children ages 2.9-5, their families and fellow educators. Work requires independent judgment and initiative with limited supervision.

Lead Teachers at the Early Learning Center develop supportive relationships with children that foster positive social-emotional development and set the stage for children to learn and grow in all areas of their development. Lead Teachers observe and are attuned to children's emerging interests and create learning environments and curriculum that extend their curiosity, increase their knowledge and develop new skills. Teachers engage and communicate with families about their children's developing skills, growth and exciting moments. Early Learning Center Lead Teachers have the qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. Lead Teachers are given time for reflection, observation and planning.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

**Classroom Leadership and Teaching Practices**

- Lead the classroom team in planning comprehensive, developmentally appropriate, culturally relevant curriculum based on the ELC's adopted curriculum models.
- Provide supportive, culturally relevant education and care to all children, including English Language Learners and children with special needs, without bias or favoritism.
- Plan and implement teacher-guided activities that are responsive to children's emerging interests and provide the foundation for children's education in math, language, literacy, the arts, science, social emotional and physical development.



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- Guide children’s learning through a variety of strategies including intentional interactions, scaffolding, explicit instruction, modeling, and creating environments and activities that engage children in active, play-based learning.
- Document weekly lesson plans with sufficient detail to demonstrate alignment with developmental objectives, broad coverage of all content areas, and accommodation for individual interests and needs.
- Prepare an inviting and developmentally appropriate classroom environment daily.
- Plan and lead circle time, small group, and large group activities.
- Monitor classrooms, playgrounds, bathrooms and shared areas for safety and cleanliness.
- Participate in mealtimes and help with dressing, toileting, etc. as needed.
- Establish and reinforce routines for the classroom.
- Follow District and Community Care Licensing guidelines to submit incident reports when a child is injured.

**Working Collaboratively with Families and Colleagues**

- Speak with families about their children in a respectful, culturally responsive, honest, sensitive, and confidential manner. Strive to understand and respond supportively to family values, needs, and concerns.
- Conduct parent teacher conferences at least twice per year.
- Notify families on a regular basis of positive developments, behavior incidents, accidents, etc.
- Speak and engage in a professional manner with staff, children, parents and visitors at all times.
- Work constructively with the ELC staff to solve problems that arise, offer support and provide constructive feedback and contribute to the professional community by engaging fully in staff meetings, seminars, training events, etc.
- Communicate concerns about possible developmental delays with the director and participate in meetings with families for children with identified or suspected special needs.
- Include teaching team in curriculum planning and lead engagement in reflective practices and inquiry.
- Oversee work of Assistant Teachers, Preschool Aides, volunteers and interns in the classroom. Observe staff interactions with children and families and provide constructive feedback as needed.
- Relay concerns to Director.

**Assessment and Documentation**

- Document children’s activities through written observations and photographs for use in communication with families, on the web, and in children’s portfolios.



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- Create a developmental portfolio for each child, regularly documenting highlights of their cognitive, social-emotional, physical and linguistic development.
- Conduct Desired Results Developmental Profile (DRDP) assessments
- Provide weekly content and articles for classroom and ELC newsletters.
- Other duties as assigned.

**Professionalism**

- Abide by the ethical standards of the National Association for the Education of Young Children.
- Stay current about child development and early childhood education via publications, coursework, conferences, etc.

**PHYSICAL DEMANDS:**

- Ability to bend, kneel, sit on the floor and interact with small children.
- Lift and hold children up to 40 pounds.
- Lift equipment up to 20 pounds and put away toys.
- Ability to maintain stamina for long days with children.
- Ability to work both indoors and outdoors in children’s play areas – may be during cold or rainy weather.

**REQUIREMENTS:**

- Must be at least 18 years old.
- Minimum 2 years working in a preschool setting.
- All required district trainings, e.g. mandated reporter, health and safety, sexual harassment (to be provided by MPCSD) and participation in professional development and training, as required by administration.
- Successful passage of physical, including TB test, and criminal background fingerprint screening.
- Bilingual Spanish preferred

**EDUCATION, LICENCES, AND CERTIFICATES:**

- Bachelor’s degree preferred (minimum associates degree and actively working towards a Bachelor’s Degree in an accredited bachelor’s degree program)\*
- Minimum 24 units in Early Childhood Education
- Child Development Permit at Teacher level or higher from the Commission on Teacher Credentialing
- CBEST or equivalent preferred



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- 3 units in supervision/administration of child care programs preferred
- Valid certification of CPR and First Aid (will be provided by MPCSD if not already certified).

\*Note: ELC Lead Teachers who do not yet hold a bachelor's degree will be placed at Step 0 of the Lead Teacher Salary Schedule and will remain at Step 0 until they obtain their bachelor's degree, at which time they will be placed on the salary schedule commensurate with their years of experience at the ELC.

**HOURS:**

This is a full-time position.

**COMPENSATION**

. Excellent benefits.