

# *Classified Job Vacancy*

## MSD of Steuben County

### 2024-2025

Any qualified individual interested in the position listed below should complete an application [msdsteuben.k12.in.us/page/applications](https://msdsteuben.k12.in.us/page/applications).

If you have a question please contact Jami Hubbard, Director  
[jhubbard@msdsc.us](mailto:jhubbard@msdsc.us)

### **EARLY LEARNING CENTER**

#### **Lead Teacher**

#### **General Position Description**

The Teacher is responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of the classroom. Teachers must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns. This position reports to the Director.

#### **Key Responsibilities**

- Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards; Lesson planning.
- Lead by example; encourage teaching team success through modeling and coaching.
- Plan individual and group age-appropriate activities to actively engage children and encourage social, cognitive and emotional growth.
- Maintain frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences as needed, or requested.
- Ensure all center policies and state regulations are met.
- Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children, including diapering and toileting procedures.
- Supervise teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate records, forms and files.

- Maintain a personal professional development plan to ensure continuous quality improvement, as needed or directed.
- Classroom and building cleaning as assigned
- Ability to be outdoors for extended periods of time, in all weather conditions.
- All other duties as assigned

### **Additional Knowledge, Skills and Experience Required**

- Minimum of 2 years of professional teaching or child care experience.
- Strong oral and written communication skills and basic computer skills.
- High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Knowledge and ability to work with children who exhibit extreme behaviors, including, hitting, kicking, biting, fleeing etc.
- Excellent leadership, organizational, interpersonal skills, and attention to detail.
- Infant/child CPR and First Aid certification.
- Must clear an extended background check, TB test, drug screen and must pass health screening.
- Complete I-Lead Modules and other training as assigned.
- Must be 21 years of age

MSD of Steuben Co  
Montessori Early Learning Center  
Lead Teacher Job Description

### **Educational Requirements**

- CDA/Associate's/Bachelor's Degree in Early Education, related field and/or Primary Montessori Certification
- Willingness to complete Primary Montessori Certification

### **Physical Requirements**

- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.
- Ability to lift or carry children who need assistance.

**Classified- Hourly Rate - \$20/hour**