

**VFW NATIONAL HOME
DEPARTMENT OF HUMAN RESOURCES**

POSITION DESCRIPTION

POSITION TITLE: Lead Teacher I
EFFECTIVE DATE: 3/21, 2/23
DEPARTMENT(S): Early Education and Childcare Center
F.L.S.A.: Non-Exempt
GROUP: Program

I. **SUMMARY OF FUNCTION:** Provide direct care, education, supervision, and guidance of children in a childcare setting. Apply childcare program policies and procedures in the performance of daily duties and assignments. Responsible for adhering to State of Michigan Licensing rules and regulations. Assist the Assistant Teachers, Lead Teachers, and supervisor.

II. **CHARACTERISTIC DUTIES:**
 Lead Teacher I is responsible for duties of Lead Teacher I, Assistant Teacher II and Assistant Teacher I as follows:

Characteristic Duties of Lead Teacher I:

1. Prepare weekly and daily plans and provide direct supervision of an assigned group of children. Plans must be appropriate for the age group and in accordance with established goals.
2. Maintain records as assigned based on requirements of federal, state, local and agency standards.
3. Assist with on-the-job training of new childcare workers including Lead Teachers and Assistant Teachers and Supervisors, as directed.
4. Serve as EEC tour guide for National Home guests, as assigned.
5. Oversee caregiving staff for a specific group of children and overall care and supervision of children.
6. Oversee the planning, implementation, and evaluation of the classroom program and child assessment.
7. Must work a minimum of 6 hours per day, except for vacation, personal time, and sick time use.
8. Serve as person in charge in temporary absence of the supervisor.

Characteristic Duties of Assistant Teacher II:

1. All listed duties of Assistant Teacher I position description.
2. On the job training of new Assistant Teachers as directed.
3. Assist with program presentations, such as selecting appropriate library books, collecting materials for special interest areas and making and setting up materials for children's activities as assigned.
4. Acquire a repertoire of lesson presentations for use in the classroom as needed.
5. Lead class meeting, music or story time as needed.
6. Plan and prepare snacks and lunches according to licensing rules.
7. Communicate with parents regarding child's accomplishments, behavior, health and

well-being.

8. Provide developmental and family information to case management for individual children as assigned.

Characteristic Duties of Assistant Teacher I:

1. Provide direct care and supervision of an assigned group of children, ensuring safety.
2. Be of responsible character and suitable to meet the needs of children.
3. Perform the characteristic duties as outlined on page one of the job description.
4. Prepare materials, space and furniture as needed to accomplish goals.
5. Apply appropriate discipline in accordance with established policies and procedures.
6. Establish and maintain good communication with supervisor.
7. Organize work areas, children's activities, and daily routines in accordance with recognized safety standards.
8. Assist children with self-care such as clothes changing, toileting, hand washing and basic health and hygiene instructions.
9. Clean EEC areas and equipment in accordance with Licensing standards.
10. Obtain a minimum of 25 hours of annual training. Training includes blood borne pathogen training, and infant safe sleep and shaken baby syndrome before caring for infants and toddlers. Training may include first aid and infant, child, and adult CPR training.
11. Work a varied schedule on occasion to meet staff coverage needs of the EEC.
12. Abide by all State of Michigan Child Day Care Licensing Regulations.
13. Maintain records as assigned based on requirements of federal, state, local and agency standards.
14. Observe, record and report significant individual and group behaviors.
15. Attend workshops and meetings as required to develop and maintain professional knowledge and skills in the field of child development.
16. Perform additional duties as assigned by the supervisor.

- III. ***RESPONSIBILITIES:** Directly responsible to the Childcare Services Supervisor and may receive daily guidance and direction from Lead Teachers and Assistant Teachers, as assigned. Responsible for the daily care and safety of assigned group of children. Responsible for maintaining the confidentiality of designated information. Responsible for ensuring proper use and care of EEC building and equipment. Responsible for the reporting of suspected child abuse or neglect, as a Mandated Reporter as defined by Act #238 of the Public Acts of 1975. Employees of a licensed childcare center must report to the center licensee (*at the VFWNH you must report to either the Childcare Services Supervisor, Program Director, or Executive Director*) within three business days after he or she has been arraigned for one or more crimes as specified in the Child Care Organizations Act (1973 PA 116). Also attached to this position description is the Employee Notification to Child Care Center of Arraignment Form (BCAL – 1486) to report the arraignment.

IV. **POSITION QUALIFICATIONS:**

EDUCATION AND EXPERIENCE:

Lead Teacher I and II – **licensing requirements**

High school diploma/GED with a combination of 12 semester hours in early childhood education or in a child-related field* and/or 18 CEUs equal to 180 clock hours AND one years of demonstrated successful experience in a licensed or registered facility serving the ages and developmental abilities of infant through preschool aged-children. Training required must include 3 semester hours or 4.5 CEUs in infant/toddler development and care practices within 6 months of hire.

OR

High school diploma/GED with 12 semester hours in early childhood education or in a child-related field AND a minimum of six months of demonstrated successful experience in a licensed or registered facility serving the ages and developmental abilities of infant through preschool aged children.

OR

Child Development Associate Credential (CDA) or Montessori Credential and three months of demonstrated successful experience in a licensed or registered facility serving the ages and developmental abilities of infant through preschool aged children.

OR

Associate degree or higher in early childhood education or child development.

OR

Bachelor's degree or higher in early childhood education, child development, or a child-related field*.

Lead Teacher I

The VFW National Home for Children prefers a minimum of an associate degree in a related field for this position, however, will consider years of experience and job performance for consideration of this position if the applicant meets licensing minimum requirements.

SKILLS/ABILITIES

1. CPR & first aid, blood borne pathogen training within 90 days of hire.
2. Provide verification of freedom from communicable tuberculosis within the last year upon hire per State of Michigan licensing rule, and every three years thereafter.
3. Perform the characteristic duties as outlined on the job description.
4. Interact with staff, supervision, management, parents, clients, visitors and guests of the VFW National Home on a professional, positive level.
5. Interact effectively and appropriately with children in a supportive relationship.
6. Demonstrate effective written and oral communication.

7. Recognize and record significant individual and group behavior.
8. Exhibit a basic understanding of child growth and development, individual behavior, and the impact of group relationships.
9. Demonstrate emotional maturity and stability.
10. Maintain a positive relationship with staff team members.
11. Understand and apply agency and State of Michigan Child Day Care Licensing rules, policies and procedures.
12. Exercise sound judgment in the performance of daily duties.
13. Follow all State of Michigan licensing rules for childcare centers.
14. Understand agency emergency procedures and exercise sound and safe judgment in the application of these procedures.
15. Work a varied schedule as required.
16. Understand and utilize the agency chain of command as directed.
17. Must possess a valid driver's license or State identification.
18. Must take the Health and Safety training for childcare providers.
19. Must not be convicted to offenses listed in section 2 of the sex offender registration act, 1994, PA 295, MCL 28.722 and have no child abuse or child neglect convictions, and no felony involving harm or threatened harm to any individual within 10 years preceding the date of hire. Must also pass additional periodic screenings.
20. Must pass Michigan Department of Human Services Central Registry Clearance at hire and periodically.

* These are essential functions of the position for the purposes of the Americans with Disabilities Act.

** The "Employee Notification to Child Care Center of Arraignment" and "Employee Notification to Child Care Center Of Arraignment Form" must be attached to this position description document.

EMPLOYEE NOTIFICATION TO CHILD CARE CENTER OF ARRAIGNMENT

Employees of childcare centers must provide notice to the child care center within 3 business days after he/she has been arraigned for any of the following crimes (listed below).

Reporting an Arraignment of Licensee or Employee:

A licensee (*VFWNH licensee representatives are: the Daycare Services Supervisor, Program Director or Executive Director*) must report to the department within three business days after he or she has been arraigned for one or more crimes (listed below) as specified in the Child Care Organizations Act (1973 PA 116). Call the Lansing office of Child Daycare Licensing at 517-335-6124.

An employee of a center must report to the center licensee (*at the VFWNHC report to the Daycare Services Supervisor, Program Director, or Executive Director*) within three business days after he or she has been arraigned for one or more crimes (listed below) as specified in Child Care Organizations Act (1973 PA 116). *

A person who fails to report as required is guilty of a felony or a misdemeanor, depending on the offense.

Arraignment is when an individual is formally charged and appears in a court of law and enters a plea.

The following offenses that must be reported to the department or center licensee within three days of being arraigned:

- Any felony.
- Any of the following misdemeanors:
 - *Criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree.*
 - *Child abuse in the third or fourth degree or an attempt to commit child abuse in the third or fourth degree.*
 - *A misdemeanor involving cruelty, torture or indecent exposure involving a child.*
 - *A misdemeanor violation of MCL 333.7410 -violations by individual 18 years of age or over; "library" and "school property" defined; distribution of marijuana; penalties.*
- A violation of:
 - *MCL 750.115 - Breaking and entering or entering without breaking; buildings, tents, boats, railroad cars; entering public buildings when expressly denied.*
 - *MCL 750.141a - Definitions; prohibited conduct by person having control of real property; applicability of section; violation of subsection (2) as misdemeanor; penalty; evidence of rebuttable presumption; selling or furnishing alcoholic beverage to minor not authorized by act; criminal penalty.*
 - *MCL 750.145a - Accosting, enticing, soliciting a minor for immoral purpose.*
 - *MCL 750.335a - Indecent exposure; violation; penalty.*
 - *MCL 750.359 - Larceny from a vacant dwelling.*
- A misdemeanor violation of:
 - *MCL 750.81 - Assault and battery; penalties; applicability to individual using necessary reasonable physical force in compliance with MCL 380.1312 of the revised school code; "dating relationship" defined.*
 - *MCL 750.81a - Assault; infliction of serious or aggravated injury; "dating relationship" defined.*
 - *MCL 750.145d - Use of internet or computer system; prohibited communication; violation; penalty; order to reimburse state or local governmental unit; definitions.*
 - *MCL 436.1701 - Selling or furnishing alcoholic liquor to a person less than 21 years of age; failure to make diligent inquiry; misdemeanor; signs; consumption of alcoholic liquor as cause of death or injury; felony; enforcement against licensee; consent of parent or guardian in undercover operation; defense in action for violation; report; definitions.*
- Any misdemeanor that is a listed offense in the Sex Offenders Registration Act, MCL 78.722(e).
- A violation of a substantially similar law of another state, or a political subdivision of this state or another state, or of the United States.

*Consultation The Employee Notification to Child Care Center of Arraignment Form (BCAL-1486) is used by center staff to notify the center licensee of an arraignment. Forms are available from the Daycare Services Supervisor, Program Director, Human Resource office or to print it using this link: http://www.michigan.gov/documents/dhs/BCAL-1486_290448_7.pdf