



## Care Center Foundation

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[www.carecenterfoundation.org](http://www.carecenterfoundation.org)

127 S. Matlack St, West Chester, PA

(610) 436-6226

### Lead Teacher Job Description

Reports to: Daycare Director

Supervises: Child Care Assistants

Salary Range: \$45,000 - \$55,000 based on experience and qualifications

#### Organizational Overview:

The mission of the Care Center Foundation (CCF) is to promote community partnerships by providing a ministry of presence and spiritual support in the West Chester, PA community that it serves. The CCF empowers those who give and those who receive through creative educational, recreational, and social service activities. The CCF was founded in 1982 by Rev Carl Guthrie and Dr. Gary Cashion. On a downtown West Chester corner where drugs and violence were commonly encountered, they created an organization where families could find opportunities, community, and hope for a better future.

Today, as a nonprofit organization, CCF is dedicated to providing high-quality childcare services to families in the West Chester community and supplementing that care with opportunities for the families to grow and thrive.

#### Description:

CCF is looking for an experienced and enthusiastic Lead Preschool Teacher to plan and implement a program of activities that promote social, emotional, cognitive, and physical development. The Lead Teacher is responsible for the daily operation of the preschool working under the direction of the Director. They will operate all programs in a manner that is safe, instructional, and caring to all children.

#### Job Responsibilities:

- Lead the development of the preschool's developmentally appropriate curriculum and assess lesson plans and current teaching methods
- Continually assess and evaluate lessons or teaching methods and find proactive ways to overcome obstacles
- Plan a curriculum with varying developmental needs and evaluate student progress
- Observe and assess each child to plan and implement individualized developmentally appropriate activities

- Develop a positive presence in the community with parents and guardians, as well as with similar childcare agencies.
- Report all incidents to the Director - incidents should be written, signed, and forwarded to the Director with a copy placed in the child's folder, and given to the parent(s) or guardian(s) after approval from the Director.
- Keep health records of children and staff up to date, safe, and organized at all times.
- Conduct parent-teacher evaluations twice a year as well as have individual assessment sessions with parents as needed
- Coordinate and participate in all practice drills that are held
- Maintain each child's file at CCF including the verification of tuition payment
- Assess appropriate fees/penalties for late payment.
- Make sure all permission forms are signed for each child.
- Attend board meetings
- Assist the Director as needed
- Take pictures of activities and make them available for possible grants or fundraising opportunities

### **Requirements and Qualifications:**

- 3 – 5 years of work experience as a Lead Teacher or similar role.
- Experience in teaching and planning lessons.
- Excellent leadership and communication skills.
- Collaborative and creative mindset, with an affinity for problem-solving.
- Minimum five years of experience working with diverse populations, subsidized programming, and third-party billing.
- Must have current criminal history, child abuse, and fingerprint clearances
- Must be a Mandatory Reporter
- Must have a BA or higher degree in the field of Early Childhood Education, Education, or Special Education or related degree(s)
- Knowledge of the Creative Learning Curriculum a plus
- Proficiency in Spanish a plus, but not required

### **Hours of Operation:**

- Hours of operation are 7:00 am – 5:00 pm, Monday through Friday.
- Child Care Assistants will be scheduled on an hourly basis.
- Staff members are given a one-hour break (on or off-site) when working 5 or more hours in one day
- Compensation for work over 40 hours a week will need approval from the Board of Directors
- CCF follows the West Chester Area School District for closures

### **Personal Characteristics and Work Style:**

- Commitment to excellence, innovation, collaboration, and inclusivity consistent with CCF's approach to program development and implementation
- Sincere passion for and understanding of the organization's mission and commitment to families in our community; ability to be a compelling ambassador for the organization's values
- Collaborative and engaging communication style in working with people of many backgrounds, including families, leaders, staff, volunteers, and donors

- Ability to multitask and balance multiple priorities in a complex and multi-faceted program
- Unfailing discretion in dealing with sensitive material about families

CCF is an Equal Opportunity Employer and does not discriminate on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.