Lighthouse Preschool Director/Lead Teacher

**POSITION OVERVIEW:**

The primary responsibility of the Director/Lead Teacher is to plan and implement daily routines and developmentally appropriate activities. The incumbent will work with the assistant teacher, board members, other Friday Harbor Presbyterian staff, parents, and community members in all aspects of planning and activities.

**Examples of duties:**

* Implement daily routines and activities of a developmentally appropriate early childhood program in assigned class in a way the meets program.
* Direct the classroom team daily in preparing, maintaining, and implementing safe, healthy, and nurturing classroom environments, routines, activities, and materials.
* Supervise children in the classroom, on the playground and during field trips to always ensure their safety.
* Lead in planning developmentally appropriate and individualized early childhood programs that meet program goals.
* Complete developmental screenings, assessments, and individualized planning.
* Implement embedded strategies and practices within classroom routines and activities to support Individual Education Plan (IEP) if needed, and individual goals.
* Handle medical emergencies and administer prescribed medication and first aid.
* Direct the daily work of the teaching assistant.
* Provide opportunities and encourage parents to participate in classroom and program activities.
* Regularly provide information to and solicit information from parents regarding their child's learning.
* Attend monthly board meetings and monthly staff meetings.
* Participate in required program trainings and other professional development activities.
* Assist with the program’s record keeping

**Knowledge, Skills, and Abilities:**

* Accountability: Accept personal responsibility for the accuracy, completeness, quality, and timeliness of work. Can be relied upon to achieve excellent results.
* Adaptability/Flexibility: Adapt easily to changing program needs, conditions, and work responsibilities. Adapt approach, goals, and methods to achieve successful solutions and results in dynamic situations.
* Time Management: Plan and manage time effectively. Identify competing priorities, make effective decisions within short timeframes, and take appropriate action. Produce work products that are accurate, thorough, and on-time.
* Relationship Building:  Build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual regard.
* Inclusiveness: Actively contribute to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals.
* Analysis:  Use information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions in a variety of situations.
* Ethics & Integrity:  Build the trust, respect, and confidence of staff, children, families, and community partners through consistent honesty, forthrightness, confidentiality, and professionalism, in all interactions.

***Knowledge and/or understanding of:***

* Early childhood education theory and National Association for the Education of Young Children (NAEYC) best practices, including child development, developmentally appropriate practices for typically developing children and children with special needs, naturalistic and formal means of assessment, individualizing, planning, special services, referrals, developing and maintaining a classroom environment, routines, and classroom management.
* Family systems and dynamics.
* Issues relating to families in crises such as child neglect or abuse, drug abuse, domestic violence and the community resources available to protect children and support families in crises.
* Microsoft Office Software, especially Word, Excel, Outlook, and the Internet.

***Ability to:***

* Effectively express ideas and information through the spoken and written word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience which could include parents, non-English speaking families, school district staff, and social workers
* Read, understand, and interpret official documentation.
* Accept personal responsibility for the quality and timeliness of work.
* Adapt easily to changing program needs, conditions, and work responsibilities.
* Adapt approach, goals, and methods to achieve successful solutions and results in dynamic situations.
* Use appropriate techniques such as modeling, reflection and instruction of support staff, children, and volunteers to maximize their success in the classroom.
* Plan and manage time effectively and coordinate activities, services and schedules to ensure smooth and efficient operation of work.
* Demonstrate an ongoing commitment to learning and self-improvement.
* Earn the trust, respect and confidence of staff, children, families and community partners by consistent honesty, forthrightness, and professionalism in all interactions.
* Coordinate and lead small groups and create a cooperative and productive environment in which to resolve problems or develop and implement plans.
* Actively contribute to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals.
* Use knowledge and understanding of the organizational climate to make decisions and take actions that contribute effectively to organizational goals.
* Use intelligence, common sense, and perseverance to solve difficult or complicated challenges.
* Critically observe and inspect products and environmental conditions to detect problematic situations.
* Understand and follow applicable laws, regulations, and other standards to establish and or maintain a safe work environment.
* Use judgment and critical thinking to infer appropriate meaning and form conclusions necessary to resolve the problem or issue in the absence of clear guidelines or information.
* Recognize the value of cultural, ethnic, gender and other individual differences in people and create an environment of valuing, encouraging, and supporting differences.

**Minimum Qualifications:**

* Associate's degree or higher in Early Childhood Education (ECE), or in a closely related field with coursework equivalent to a major relating to Early Childhood Education.
* Two (2) years of classroom experience in an early learning setting.

**Desired Qualifications:**
* Bachelor's Degree in Early Childhood Education, or a closely related field with documented evidence of coursework equivalent to a major relating to Early Childhood Education.
* Experience working with a variety of people from various socioeconomic, educational, cultural, and experiential backgrounds.

**Other Requirements:**

**Conditions of Employment:**

* Prior to employment, the candidate must pass a criminal background check.
* If hired you will be required to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country.
* A MERIT background check including fingerprints through Washington State Department of Children, Youth and Families (DCYF).
* Within 30 days of hire, have or obtain the following:
	+ CPR/First Aid card.
	+ a current Food Handlers permit.
* As a condition of employment, the successful candidate will be required to provide proof of their COVID-19 Vaccination as part of the hire process. Exemption may be granted for religious or medical purposes, subject to approval based on the essential functions required of the position