

Lead Teacher Daily Duties

GENERAL DAILY PERFORMANCE	COMPLETED
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| ● Arrive on time for daily shifts ready for work as scheduled | <input type="checkbox"/> |
| ● Consistently reliable attendance based on published schedule | <input type="checkbox"/> |
| ● Employee can be counted on not to have excessive absenteeism | <input type="checkbox"/> |
| ● Provides ample written notice regarding vacation, PTO, and as able sick time | <input type="checkbox"/> |
| ● Steps in to cover for absent staff members as needed | <input type="checkbox"/> |
| ● Works independently with little to no supervision | <input type="checkbox"/> |
| ● Exhibits flexibility and willingness to take on additional duties as needed | <input type="checkbox"/> |
| ● Consistently goes above and beyond the basic job description | <input type="checkbox"/> |
| ● Adheres to all regulations and laws pertinent to the operation of the center | <input type="checkbox"/> |
| ● Possesses a professional appearance and behavior | <input type="checkbox"/> |
| ● Proactively identifies areas in need of personal growth and takes steps toward improvement | <input type="checkbox"/> |
| ● Identifies areas of personal strength and how to apply them to best impact the school | <input type="checkbox"/> |
| ● Confidently communicates personal goals and expectations of administration | <input type="checkbox"/> |
| ● Sets and maintains S.M.A.R.T goals for career improvement | <input type="checkbox"/> |
| ● Arrives at work appropriately attired for the environment | <input type="checkbox"/> |
| ● Completes assigned work in a timely manner | <input type="checkbox"/> |
| ● Accepts constructive criticism graciously | <input type="checkbox"/> |
| ● Possesses strong professional communication skills | <input type="checkbox"/> |
| ● Organized and detail-oriented | <input type="checkbox"/> |
| ● Values professionalism in all things | <input type="checkbox"/> |
| ● Establishes and maintains clear expectations within the classroom | <input type="checkbox"/> |
| ● Maintains a climate of trust and encourages teamwork | <input type="checkbox"/> |
| ● Communicates with staff regarding students and work, not personal conversations, or idle chit-chat | <input type="checkbox"/> |
| ● Listens to and responds appropriately to the needs of students, staff, and parents | <input type="checkbox"/> |
| ● Promotes an environment of respect and diversity for students | <input type="checkbox"/> |

CLASSROOM MANAGEMENT AND CURRICULUM INTEGRATION

COMPLETED

- Maintains and encourages good personal hygiene for self and students
- Maintains a sanitary and safe classroom environment
- Creates an environment that is inviting and promotes successful education
- Appropriates uses learning centers for the enrichment of the classroom
- Maintains all required equipment and supplies in the classroom learning centers
- Creates engaging daily lesson plans based on thematic units and implements them accordingly
- Develops innovative lesson plans and interesting themes for the classroom
- At the end of each day inspects, sanitizes, and prepares the classroom and play materials
- Ensures that their classroom is always prepared for the daily activities of the center
- Maintains the most current bulletin boards and timely displays within the classroom and hallways
- Exhibits consistent time management usage and does not wait until the last minute to plan or prepare
- Follows the center's daily schedule to ensure efficiency
- Provides kind and clear guidance to students during classroom transitions
- Ensure appropriate student groupings for free play and cognitive learning group time
- Always maintains a clean and orderly environment in the classroom
- Rotates learning tools and materials to maintain student engagement
- Weekly - ensure all toys a
- re thoroughly sanitized and in safe working order
- Possesses competence and thorough knowledge of the content presented in their lesson plans
- Provides appropriate instructional materials for the lesson plan being used daily

- Creates lesson plans that are relevant to the times and of interest to the students in their classroom
- Ensure that lesson plan topic flow smoothly from one level to the next
- Creates experiences for the students to develop appropriate use of reasoning skills and cognitive development

CLASSROOM MANAGEMENT AND CURRICULUM INTEGRATION **COMPLETED**

- Encourages student growth using various activities and teaching techniques during each lesson
- Provides students with clear and specific explanations and ensures understanding before moving on
- Consistently assesses each student’s level of understanding throughout the learning process via questions and student demonstration
- Recognizes when students have missed concepts and adapts quickly to constructively facilitate learning and understanding before moving on
- Provides the students with instructional materials designed to capture the students’ interests
- Sets realistic yet challenging student achievement goals for each student
- Maintains a complete record of each students’ progress
- Maintains records demonstrating evidence of each students’ attainment of goals and skill development
- Use both pre- and post-assessment data on each student to ensure accurate records are kept
- Write letters to parents, newsletter contributions, and student assessments professionally and accurately
- Other

STUDENT INTERACTIONS

COMPLETED

- Always maintains a nurturing and patient demeanor with children
- Provides immediate appropriate comfort for students in distress
- Ensure students' physical and emotional needs are met
- Ensure students are dressed appropriately for outdoor learning and recreation time
- Shows dignity and respect to every student in and out of the classroom
- Participates in activities designed to enrich the students experience at the center
- Actively participates in recreation and games with the students
- Consistently meets the needs of the child at their eye level.
- Encourages an environment where children and teachers are comfortable with eye-to-eye interaction and communication
- Always modulates and vocalizes in an appropriate tone
- Assists students with the appropriate way to use toys and learning materials in a safe and respectful manner.
- Coordinates group and individual time to read to and with students
- Implements and observes the center's guidance regarding student discipline
- Encourages students to always use appropriate behavior and language in the classroom
- Uses appropriate redirection techniques when students become distracted or are off task
- Appropriately uses verbal and non-verbal cues to express emotion and excitement around learning
- Encourages classroom participation by requesting and recognizing students
- Leads children in appropriate songs, games, and fine motor skill play
- Observes each student and implements teaching methods that accommodate the diverse personalities of the students
- Expresses and encourages appropriate laughter among the students' Maintains records tracking each student's progress or lack thereof throughout the school year.
- Avoids and discourages stereotyping or labeling of students
- Implements positive discipline techniques within the classroom

- Ensures students are monitored for safety when using the bathrooms
- Ensure that students are always supervised by students
- Encourages participation by all students, hears their needs, and responds appropriately
- Provides regular praise and positive feedback for student's effort and achievements

STUDENT INTERACTIONS (CONTINUED)

COMPLETED

- Quickly addresses poor behavior and redirects students to positive alternatives
- Ensures all students are always treated fairly
- Maintains confidentiality concerning each student and their education
- Promotes and respects student diversity in and out of the classroom
- Encourages students' independence and reasoning skills
- Provides consistent support to students to ensure their success and achievement
- Uses appropriate conversation tools to build and promote self-esteem among the students
- Effectively communicates student's needs with other staff members efficiently to ensure appropriate care is being provided
- Encourages students to make safe choices and redirects them with positive direction as needed
- Maintain an environment where students and teachers maintain and practice the use of good manners, educating on these skills as needed
- Encourages the social and emotional development of the students with positive reinforcement and redirection

EMPLOYEE INTERACTIONS

COMPLETED

- Provides support and encouragement to other staff members
- Is a team player and works collaboratively with other staff members to ensure a positive environment for all
- Recognizes and expresses appreciation to other staff members for a job well done
- Communicates with new hires to ensure a clear understanding of job responsibilities, policies, procedures, safety practices, school standards, and equipment/material usage
- Assists with training and explaining expectations to any assistants, floaters, or substitutes who work within their classroom
- Communicates classroom-specific information to those working within their classroom
- Directs tasks toward assistant teachers, substitutes, and volunteers
- Confidently shares ideas with other staff members to enhance and encourage student learning within the center
- Shares classroom materials as needed with other teachers
- Assists other teachers and administrators as needed
- Actively listens to other staff members' needs, concerns, and other issues and provides support and feedback as necessary
- Promotes a positive and productive attitude among staff members
- Discourages and avoids participation in gossiping or immoral activities
- Independently resolves conflicts if able and requests administration support if unable to do so
- Effectively manages conflict with other staff members or administrators
- Encourages staff members to be creative, to collaborate, and to seek advice on lesson plans they are developing
- Steps in as a leader when appropriate and provides constructive input to others
- Maintains an environment of trust and reliability with management, staff, students, and their families
- Encourages a fair work environment
- Participates in staff meetings without being asked
- Other

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