



JOB DESCRIPTION:	Lead Teacher – Early Childhood Program		
DEPARTMENT:	Early Childhood		
REPORT TO:	Laboratory Site Program Administrator		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#457125	DATE APPROVED:	26-OCT-2020
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Implements instructional and developmentally appropriate programs for young children within the Early Childhood Programs in compliance with established state and national accreditation and licensing standards.

DUTIES: List up to 12 key job functions in order of importance. Use action-oriented language.

1. Develops, implements and evaluates child centered and age appropriate curriculum to ensure adherence to national accreditation requirements.
2. Prepares weekly lesson plans in accordance with established curriculum goals and objectives. Provides daily age appropriate educational activities for students from lesson plan. Provides small group interactive sessions to ensure understanding of concepts, lesson and/or activities.
3. Plans and implements special events and classroom activities in support of emergent curriculum. Supervises classroom activities of students for understanding of specific lesson objectives and educational exercise.
4. Assigns classroom activities to assistants to facilitate overall classroom management and delivery of instruction. Works closely with other teaching staff to coordinate and plan interclass projects and activities.
5. Supervises all playground student activities and behavior to ensure appropriate safety and interaction skills. Plans and implements outdoor curricular activities with the children, extending the learning environment from indoors to outdoors.
6. Works closely with families to discuss student progress, concerns, needs. Participates in regular parent conferences and pre-semester orientations. Works to maintain strong, positive relationships with children, families, colleagues and the community. Participates in regular parent conferences and pre-semester orientations.
7. Continually seeks creative ways to inspire, foster and support parental involvement, utilizing the uniqueness of each child and family to introduce cultural diversity into the curriculum and classroom.
8. Administers assessments to children to measure social and emotional risks and resiliency. Utilizes assessment tools and observational skills to identify developmental needs of each child and devises learning plans to individualize instruction.
9. Adheres to the NAEYC Code of Ethical Conduct and Statement of Commitment.
10. Coordinates the activities of the early childhood education practicum and internship students to deepen their understanding of early care and education best practices through hands-on learning in the classroom setting and completes the required laboratory student assessment reports. Meets with early childhood education faculty and co-teaching staff to evaluate internship and practicum students.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Minimum of 64 credit hours completed successfully towards a

Bachelor's degree in Early Childhood Education or must have an Associate's, Bachelor's, or Master's degree in Early Childhood Education or related field and experience with young children. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Knowledge of age appropriate activities, interests and behaviors. Knowledge of proper handling procedures for food. Knowledge of the principles and practices for emergent curriculum development specific to early childhood education. Ability of to implement the vision, mission, philosophy of the Early Childhood Programs. Knowledge of curriculums and principles, practices and techniques for development of lesson plans specific to early childhood education. Skill in establishing and maintaining effective working relationships with young children, staff and parents. Skill in working effectively in an environment subject to noise, frequent exposure to contagious diseases, interruptions and quickly changing priorities. Skill in quickly responding to dynamic situations utilizing effective communication and appropriate intervention methods to maintain classroom management. Skill in working with young children to help them complete activities and remain focused on assigned activities. Skill in working on an individual basis with children with special needs. Skills in guiding classroom assistants to ensure appropriate classroom management.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Certification in First Aid/CPR is required.
 - b. Requires a valid driver's license.
 - c. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)