

**Department: STEAM Academy**  
**Supervisor: Educational Director of STEAM Academy**  
**Operations: Director of Operations**  
**Position: Lead Teacher**

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## **Job Summary**

The Lead Teacher sets the vision for the classroom and is responsible for everything that drives the children's experience, including instructional activities, the classroom environment, assessments, and interventions. The Lead Teacher creates a classroom community that ensures each child feels acknowledged, recognized, respected, and secure and partners with families and colleagues to ensure excellent care and education.

## **Responsibilities**

- Plan and facilitate developmentally-appropriate individual and group lessons utilizing our curriculum to stimulate growth in language, literacy, mathematical, cognitive, physical, and social skills that are responsive to the evolving learning needs of each child.
- Lead an engaging and inclusive classroom experience that empowers children to develop curiosities, initiative, risk-taking and a sense of accomplishment by encouraging children to think, reason, question, and experiment, while encouraging children's independence and self-selection of learning activities through play-based learning approaches.
- Establish warm and responsive relationships that allow each child to feel recognized, acknowledged, and secure.
- Create a safe and nurturing environment by establishing and implementing a daily schedule, establishing a structured social construct through shared decision-making, and supporting children to regulate their behavior.
- Maintain a healthy, safe, and clean environment for children and colleagues. Example of responsibilities include but are not limited to: diaper changing, safe sleep supervision, potty-training, bottle feeding, plating meals, cleaning the environment, and children after meals, picking up and re-organizing toys, etc.
- Manage to all regulatory standards, rules, and requirements, including those for Paths to QUALITY, CACFP and Indiana state regulations.
- Conduct and document regular, objective observations of children's learning, utilizing adopted assessment tools to collect evidence of learning and development to interpret, adjust, refine, and redirect instructional practice.
- Engage in ongoing two-way communication that supports the family as a partner in their child's education.
- Participate in school-based family engagement activities.
- Other duties as assigned to advance the mission of STEAM Academy.

## **Education, Experience & Requirements**

An individual must have the following education and/or experience.

- A high school diploma (or equivalent) is required.
- Associate's Degree in Early Childhood Education, Child Development Developmental or Child Psychology, Elementary Education, or a closely related field preferred
- Child Development Associate (CDA) preferred or CDA hours equivalent.
- A minimum of one (1) year of experience in an early childhood setting working directly with young children is required.
- Satisfactorily complete and maintain all required certifications.

## Competencies & Skills

The successful team member will demonstrate individual competency in the following areas:

- Knowledge of child growth and development
- Ability to build and nurture relationships.
- Strong written and verbal communication skills
- Ability to multi-task, prioritize, and be detail-oriented.
- Ability to work collaboratively in a team environment.
- Ability to take initiative and work proactively.
- Creative and critical thinking skills
- Flexibility and adaptability

## Spiritual Requirements

Since STEAM Academy is a ministry of Realife Church and is a Bible-based childcare ministry, the Lead Teacher must:

- Demonstrate a personal relationship with Jesus.
- Regularly attend a Bible-believing church.
- Live a life pleasing to God in accordance with our Leadership Honor Code
- Follow the Matthew 18 principle when dealing with frustrations or issues.

## Work Context

The requirements described here represent those that a team member must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions.

- The team member is frequently required to:
  - Stand, walk, sit.
  - Use hand and fingers to handle books, paper, technology.
  - Use computers and other electronic equipment and technology.
  - Communicate with multiple audiences, including children, families, and colleagues.
  - See and read.
  - Reach with hands, arms.
  - Stoop, kneel, crouch, or crawl.
- The team member must frequently lift children or equipment up to 35 pounds.
- The team member must occasionally lift children or equipment up to 50 pounds.
- Legally able to work in the United States for any employer.

*The statements herein describe this position's scope of responsibility and essential functions but should not be considered an all-inclusive list of work requirements.*