



**Family: Field, Outreach, and Research Services**

**Level: PR6**

**Position Profile Title: Specialist 2-Lead Teacher**

Salary Grade	Minimum	Midpoint	Maximum
4	\$44,496	\$60,000	\$75,516

**PROFILE SUMMARY:**

Positions in this job profile are responsible for all classroom operations as the lead teacher in an early childhood care or education program or center.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristics of the Specialist 2-Lead Teacher are the specialized education and experience necessary to lead educational, teaching and caregiving activities for children ages 0-5 years and to engage with and support families as the lead teacher in an accredited child care or education program. Positions provide expertise to develop and implement the program of activities for their classroom and ensure the appropriateness of these activities according to the age, interests, and developmental level of children. Positions require education and experience specific to the fields of child development and early education.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Leads, plans, implements, and teaches in a developmentally and culturally appropriate educational program for assigned age range; identifies and addresses early educational needs; leads development and implementation of curriculum and lesson plans that meet individual and group goals and needs; leads and conducts developmental screenings and assessments; ensures the safety and well-being of the children in the program.
2. May supervise, mentor, and/or oversee work of assistant teachers, classroom aides, student teachers/interns, and/or volunteers, as appropriate.
3. Engages, communicates, collaborates, and participates in outreach efforts with parents/families and internal and external partners to develop effective relationships and support children and their families in meeting developmental, educational, and/or family goals.
4. Ensures that classroom activities are in compliance with university policy, state and federal laws and regulations, and applicable accreditation guidelines.
5. Maintains appropriate documentation and record-keeping as it pertains to student progress, developmental and educational assessments, and communication.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; the job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Child health and wellness
- Department/Unit
- Direct team
- Functions across the University
- Students/Parents
- Vendors/Suppliers/Contractors
- Other External Agencies and Partners



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**ACCOUNTABILITY:**

Results are defined by program leadership, division/college and university mission, vision, and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.

**TYPICAL REQUIREMENTS:**

Bachelor’s degree in Human Development, Child Development, Early Childhood Education, Elementary Education, or closely related field.

3 years of experience working with early childhood education programs or populations.

First Aid/CPR Certification.

May require additional certification as appropriate to the program/position.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.