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WALNUT VALLEY
LEARNING CENTER

Lead Teacher

Employer

Walnut Valley Learning Center
300 Goff Industrial Park Road
Arkansas City, KS 67005
620-741-3450

Job Description

Position Overview:

Must develop and maintain a positive working relationship with other WVLC staff members, families, student interns, business and industry representatives and involved community members to provide a quality educational program.

Key Responsibilities:

- Implement developmentally appropriate lesson plans for the assigned group of children using the approved curricular approach. Individualizing for children needing specialized instruction according to developmental needs.
- Provide positive guidance and direction to children of all ages utilizing Conscious Discipline techniques.
- Lead by example; encourage teaching team success through modeling and coaching.
- Maintain classroom records of children's attendance and assist in center record keeping as needed.

- Assess children's development within the first 2 weeks of attendance and at the WVLC required intervals throughout the year using the WVLC selected assessment system.
- Observe children on a regular basis for the purpose of providing meaningful and differentiated instruction for each child in your classroom.
- Observe for the purpose of creating, updating, and maintaining a developmental portfolio for each child in your care including photos, videos, and recorded observations about the child as well as preserving artifacts for further documentation of development.
- Administer the approved developmental assessment for each child as directed by the WVLC learning plan.
- Maintain frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences twice per year.
- Be knowledgeable of and follow all Kansas Licensing Guidelines as well as NAEYC best practice criteria.
- Follow all WVLC policies and procedures.
- Maintain your personal professional development plan and continuing education requirements for staff at the required level chosen by WVLC.
- Attend and actively participate in all staff meetings.
- Assist in maintaining the cleanliness organization, health and safety of your assigned classroom, adjoining bathroom/changing room, and the facility.
- Assist in the development and implementation of strategic plan components and continuous improvement goals for the WVLC.
- Be knowledgeable of the operation and cleaning of all equipment and tools owned by the facility.
- Follow established procedures for requisitions of supplies.
- Observe, oversee, and mentor all child development students working in the classroom using positive guidance and constructive feedback.
- Assist other teachers in classroom management techniques, guidance procedures, and lesson planning.
- Lead professional development topics at staff meetings as requested.
- Other duties as assigned.

Additional Knowledge, Skills and Experience Required:

- Must be able to perform duties with children at their height - Sit on the floor etc. and participate in recreational activities with the children.
- Be able to perform under stress when confronted with emergency, critical, or unusual situations.
- Dependent on the Number of children in the classroom you will be teaching. (See KDHE Staff Qualifications KAR 28-4-429(h) Chart).
 - Ability to pass a background check
 - CPR & 1st Aid certification

- Health Assessment TB Skin test

Physical Requirements:

- Must be able to exert up to 50 lbs. of force frequently to move objects.
- Lift up to 40 lbs. occasionally and up to 25 lbs. Frequently.
- Physical demands include stooping, kneeling, reaching, handling, finger dexterity, feeling, leaning, near acuity, far acuity, depth perception, field of vision, naturally or with correction, close areas, and good eye hand coordination or with suitable accommodation.
- Must be able to stand for long periods of time.
- Be able to perform under stress when confronted with emergency, critical, or unusual situations.

Walnut Valley Learning Center is an EEO employer.

Job Type: Full-time **Pay:** \$32,000.00 - \$38,000.00 per year

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person