



## SCHOLA INTERNATIONAL

### LEAD TEACHER JOB DESCRIPTION

#### What is a Lead Teacher?

A Lead Teacher in a preschool in Texas is a key educator responsible for overseeing the day-to-day operations of a classroom, guiding the educational development of young children, and ensuring that the classroom environment supports their social, emotional, cognitive, and physical growth. This role often involves designing and implementing a curriculum that meets state standards and aligns with the preschool's educational philosophy, whether it includes Montessori, Reggio Emilia, Waldorf, or traditional early childhood education approaches.

#### Key Responsibilities of a Lead Teacher in a Preschool:

1. **Curriculum Development:**
  - Lead Teachers create and implement lesson plans that are developmentally appropriate, engaging, and aligned with the school's curriculum.
  - They incorporate various learning areas, such as literacy, math, science, and social-emotional development, into daily activities.
2. **Classroom Management:**
  - They manage the classroom environment, ensuring it is safe, nurturing, and conducive to learning.
  - Lead Teachers establish routines and expectations, guide behavior using positive discipline techniques, and model appropriate social interactions.
3. **Child Assessment:**
  - Lead Teachers observe and assess children's progress, document their development, and adjust teaching strategies to meet the needs of each child.
  - They communicate regularly with parents about their child's growth and any concerns.
4. **Compliance and Professional Development:**
  - In Texas, Lead Teachers must adhere to state licensing requirements, including maintaining certifications like CPR and First Aid.
  - They are also expected to engage in continuous professional development to stay current with best practices in early childhood education.



### Qualifications Required:

- **Education:** A Bachelor's degree in Early Childhood Education, Child Development, or a related field is often required, though some positions may accept an Associate's degree with significant experience.
- **Experience:** Several years of experience working with young children, particularly in a lead or supervisory role, is usually required.
- **Certifications:** Lead Teachers must hold relevant certifications according to Texas state regulations, such as Texas Child Care Licensing certifications, and be trained in CPR and First Aid.

### What does a Lead Teacher do at Schola International

Lead Teachers work at Preschool to teach age-appropriate knowledge and skills to groups of students and guide Floater Teachers and Assistants in their daily activities. Their role is to educate their class on subject-specific concepts and provide them with opportunities for social-emotional learning and development of life skills. Lead Teachers communicate with Centres Director about the child's progress and create action plans for addressing issues in behaviour or academic performance. They develop worksheets and design activities to help each student engage with the educational content. Outside of the classroom, they supervise and engage with the students in lunch time, recess, and transition periods.

### Lead Teacher skills and qualifications

Because a Lead Teacher must work with such a broad range of individuals (children, other teachers, school administrators and parents) as well as engage in multiple rolls and successfully fulfil their responsibilities they must possess many skills, some examples of the needed skillsets are listed below:

- Communication skills
- Strong teaching abilities
- Leadership skills
- Empathy and compassion
- Decision-making skills
- Organizational skills
- Conflict resolution skills
- Open mindedness



## **Schola Lead Teacher Daily Responsibilities and Duties:**

**Prepare Daily Lessons:** Develop and organize lesson plans for the day, ensuring they are engaging, age-appropriate, and aligned with the curriculum.

**Gather Materials:** Collect and set up necessary materials and resources for the day's activities, including educational toys, books, art supplies, and science equipment.

**Set Up the Classroom:** Arrange the classroom environment to support the day's activities, ensuring that all learning centers are prepared and accessible to children.

**Welcome Children:** Greet children and parents as they arrive, helping children transition smoothly from home to school.

**Conduct Attendance:** Take attendance and ensure that each child is accounted for.

**Morning Circle Time:** Lead a morning circle time to start the day, which might include songs, discussions about the weather, calendar activities, and setting the tone for the day's learning.

**Teach Lessons:** Implement the planned lessons, guiding children through structured activities, hands-on projects, and interactive learning experiences.

**Facilitate Play:** Encourage and supervise both structured and unstructured play, supporting children's social interactions and creativity.

**Provide Individual Support:** Offer one-on-one support to children who need extra help, whether it's with a specific task, emotional support, or behavior guidance.

**Maintain a Positive Environment:** Ensure the classroom remains a safe, organized, and nurturing space for all children.

**Behavioral Guidance:** Use positive discipline techniques to manage behavior, helping children learn to share, take turns, and resolve conflicts.



**Supervision:** Actively supervise children at all times, both indoors and outdoors, ensuring their safety and well-being.

**Oversee Meals:** Supervise children during snack and meal times, promoting healthy eating habits and good manners.

**Encourage Independence:** Support children in learning self-help skills, such as washing hands, serving themselves, and cleaning up after meals.

**Observe and Record:** Observe children throughout the day, taking notes on their progress, behavior, and any developmental milestones.

**Document Learning:** Keep records of each child's learning experiences and achievements, updating portfolios and assessment tools as needed.

**Outside learning:** Arrange indoor and outdoor space as needed to create an engaging and attractive environment that facilitates transitions, adapts to planned activities, maintains safety, and encourages independent movement and learning.

**Daily Updates:** Communicate with parents during drop-off and pick-up, providing brief updates on their child's day.

**Quiet Time or Naptime:** Oversee and support children during quiet time or nap time, helping them relax and rest.

**Afternoon Activities:** Plan and facilitate afternoon activities that reinforce the day's learning or provide opportunities for free play.

**Classroom Clean-Up:** Guide children in cleaning up their learning areas, teaching responsibility and respect for their environment.



**Organize Materials:** Put away materials and prepare the classroom for the next day, ensuring everything is tidy and ready.

**Continuous Learning:** Engage in ongoing professional development, whether through workshops, reading, or collaborative learning with colleagues.

**Emergency Procedures:** Be prepared to follow and enforce emergency procedures, ensuring the safety of all children in case of an emergency.

**Confidential information:** Maintain confidentiality of students and their families both inside and outside Scholas learning environment.

**Allergies track:** Keep track of students with allergies, special dietary conditions or food restrictions and supervise lunch and snack time meticulously.

**Training and meetings:** Attend meetings and required trainings.

## TEACHER ASSISTANT JOB DESCRIPTION

### What does a Teaching Assistant do?

A Teaching Assistant in a preschool in Texas plays a crucial supportive role in the classroom, working closely with the Lead Teacher to create a positive and effective learning environment for young children. The duties of a Teaching Assistant vary but typically include helping with instructional activities, classroom management, and ensuring the well-being of the students. Here's a detailed overview of what a Teaching Assistant does in a preschool setting in Texas

**Assist with Lessons:** Help the Lead Teacher implement lesson plans by preparing materials, setting up activities, and working with small groups or individual children to reinforce learning objectives.



**Engage with Children:** Participate in classroom activities, such as reading stories, leading songs, or assisting with art projects, to engage children in the learning process.

**Provide Individualized Attention:** Offer additional support to children who may need extra help with tasks or understanding instructions, ensuring that all students can participate in activities.

**Supervise Students:** Help supervise children during various activities, ensuring their safety and appropriate behavior during classroom sessions, outdoor play, and transitions between activities.

**Behavioral Support:** Assist in managing classroom behavior by using positive reinforcement, redirecting children when necessary, and helping them follow classroom rules.

**Organize the Classroom:** Assist in maintaining an organized and tidy classroom environment by helping to clean up after activities, arranging materials, and ensuring that supplies are accessible.

**Monitor Safety:** Constantly monitor children to ensure their safety, whether they are in the classroom, on the playground, or during field trips.

**Assist with Routines:** Help with daily routines such as handwashing, toileting, and dressing (e.g., putting on coats), especially for younger children who may need more assistance.

**Support Mealtime:** Assist during snack and meal times by helping children with tasks like opening containers, serving food, and cleaning up afterward.

**Encourage Social Skills:** Support children in developing social skills by encouraging sharing, cooperation, and positive interactions with peers.

**Provide Emotional Support:** Offer comfort and guidance to children who may be upset or need reassurance, helping them navigate their emotions in a healthy way.

**Collaborate with Lead Teacher:** Communicate regularly with the Lead Teacher to stay informed about daily plans, individual student needs, and any special instructions.



**Prepare Materials:** Help prepare instructional materials, such as photocopying worksheets, setting up learning centers, or organizing supplies for the day's activities.

**Ongoing Learning:** Participate in professional development opportunities, staff meetings, and training sessions to improve skills and stay informed about best practices in early childhood education.

**Teamwork:** Work closely with the Lead Teacher and other staff members to create a cohesive, supportive, and collaborative environment within the preschool.

**Substitute for Lead Teacher:** Occasionally, the Teaching Assistant may need to step in and take over the Lead Teacher's responsibilities if the Lead Teacher is absent, ensuring that the classroom continues to function smoothly.

**Assist with Health and Safety Protocols:** Help enforce health and safety protocols, such as sanitizing toys, ensuring children wash their hands, and adhering to any specific guidelines related to allergies or medical conditions.

### Teaching Assistant skills and qualifications

Teaching Assistants in a preschool setting need a specific set of skills and qualifications to effectively support the Lead Teacher and contribute to a positive learning environment for young children. Below is a detailed list of the key skills and qualifications typically required for a Teaching Assistant role in Texas:

1. **Child Development Knowledge:**
  - Understanding the developmental stages of young children and being able to apply this knowledge to support age-appropriate learning and behavior management.
2. **Communication Skills:**
  - Strong verbal communication skills to effectively interact with children, parents, and colleagues.
  - The ability to listen and respond to children's needs and concerns with empathy and patience.
3. **Classroom Management:**
  - Ability to help maintain an organized, safe, and positive classroom environment.
  - Skills in using positive discipline techniques to manage behavior and encourage good habits.
4. **Instructional Support:**



- Ability to assist with teaching and learning activities, including small group instruction, one-on-one support, and helping children with tasks and activities.
- 5. **Creativity and Resourcefulness:**
  - Creativity in engaging children in activities and finding innovative ways to support their learning and development.
  - Resourcefulness in adapting to changing situations and addressing unexpected challenges in the classroom.
- 6. **Teamwork and Collaboration:**
  - Strong ability to work collaboratively with the Lead Teacher and other staff members to ensure the smooth running of the classroom.
  - Willingness to take direction and support the goals of the teaching team.
- 7. **Patience and Empathy:**
  - Patience in working with young children, especially those who may require extra attention or support.
  - Empathy towards children's emotions and challenges, helping them feel understood and supported.
- 8. **Organization and Time Management:**
  - Ability to help manage time effectively, ensuring that daily routines and schedules are followed.
  - Organizational skills to help maintain a tidy and functional classroom environment.
- 9. **Physical Stamina:**
  - Physical ability to engage in activities with children, including lifting, bending, and spending extended periods on your feet.
  - Stamina to manage the energetic demands of working with young children, including outdoor play and supervising active games.

#### Qualifications:

1. **Education:**
  - A high school diploma or equivalent is typically required.
  - Some preschools may prefer candidates with additional coursework in early childhood education, child development, or a related field.
  - An Associate's degree or Child Development Associate (CDA) credential can be an advantage.
2. **Experience:**
  - Previous experience working with young children in a classroom, daycare, or similar setting is often preferred.
  - Experience in volunteering or internships in early childhood education can also be valuable.
3. **Certifications:**





- CPR and First Aid certification.
- 4. **Background Check:**
  - A clear background check is mandatory for working with children in Texas. This typically includes fingerprinting and checks for any criminal history.
- 5. **Professional Development:**
  - A willingness to participate in ongoing professional development and training to stay updated on best practices in early childhood education.

**Additional Qualities:**

- **Enthusiasm for Working with Children:** A genuine passion for helping young children learn and grow is essential.
- **Adaptability:** Flexibility to adapt to changing situations and the varying needs of children in the classroom.
- **Reliability:** Punctuality and reliability are crucial, as Teaching Assistants play a key role in maintaining the daily routine and providing consistent support.

