



The Rise School

OF AUSTIN

The Rise School of Austin Lead Teacher Job Description

Job Summary: A lead teacher is an advocate for our mission to provide the highest quality early childhood education for all children in an inclusive setting. They are a model of professionalism, a source of support and partnership for families, an assertive and effective communicator, a willing collaborator, a fair and explicit coach, an expert early childhood teacher for children of all abilities, and a reflective, continuous learner. A lead teacher reports to the Director of Education and the Head of School, and has two direct reports—a teacher and a teaching assistant.

Responsibilities and Duties

Core Responsibilities and Related Duties:

- **Family Partnerships and Community Connections:** seeks to know about, understand, and value family characteristics; creates respectful, reciprocal partnerships with families; helps connect families with needed community resources
 - The lead teacher is the primary communicator with families through lesson plans, daily/weekly notes, emails, reports, beginning and end of year conferences, and daily face-to-face communication
- **Assessment:** lead the initial and ongoing assessment of children and use the information gathered from assessments to guide instruction and intervention; use assessment information to develop and implement Individualized Instructional Plan for students with identified delays or disabilities
- **Teaching Practices & Child Development and Learning in Context:** create and maintain a learning environment that is Universally Designed and reflective of the culture, needs, and interests of students, and use teaching strategies that are evidence-based, developmentally appropriate, anti-bias, and differentiated to meet the diverse needs of the students.
 - Uses assessment data to develop and implement appropriate, engaging activities and weekly lesson plans based on the school curricula and scope and sequence (including Conscious Discipline, Handwriting Without Tears, Zoo-Phonics, Creative Curriculum);
 - Provides appropriate adaptations and accommodations as needed for individual learning;
 - Creates and implements Behavior Intervention Plans;
 - Plans and coordinates transition to next classroom or educational setting
 - Maintains a safe and appropriate environment for all children
 - Ensures that all children's daily care needs are met (e.g. diapering/toileting, feeding, medication administration, etc.)
- **Collaboration:** develops and maintains collaborative working partnerships with therapists and other lead teachers to enrich classroom instruction
 - Implements techniques and strategies as recommended by therapists, and requests additional support or instruction as needed
- **Coaching:** supervises, evaluates, and coaches teacher and teaching assistant, as well as supervise and instruct university student interns and/or other classroom volunteers
 - Leads a team meeting with classroom team on a weekly basis to discuss student progress and observations, reflect on teaching and classroom needs, and to plan and prepare for upcoming activities

- **Professionalism:** adheres to program policies and procedures; supervises the classroom to ensure the health and safety of each child; ensures all licensing and NAEYC quality standards are upheld at all times; receives and implements feedback and coaching from directors; maintains professional, open, and direct communication and interactions with teaching team and other staff, therapy team, administrators, families/caregivers, outside providers, volunteers, interns, etc.; ensures that confidentiality of all children and families is maintained; maintains a professional appearance including appropriate dress and grooming; demonstrates teamwork, cooperation, and a willingness to continually reflect and learn.

Qualifications and Skills

Required Qualifications:

- Master's degree (or working toward a master's degree)
- Three years of teaching experience in special education, early childhood education, or a related field
- Certified in Pediatric CPR and First Aid (or willing to become certified)

Skills:

- Physical requirements:
 - Move around and remain upright for long periods of time
 - Play and interact with children at their level (e.g. on the ground, at a table, around a sensory table, assist with sleeping at nap time, etc.)
 - Lift and carry children (up to 40 pounds) when needed
 - Crouch/lean to clean, change diapers, move furniture/equipment
- Other requirements:
 - Respond quickly and calmly to unsafe or emergency situations
 - Open to receiving and implementing feedback from others
 - Collaborative, reflective, and committed to being a lifelong learner

Salary and Benefits

Salary: varies based on experience and education

Benefits: The Rise School of Austin provides a benefit package for full time employees that includes insurance plans (health, dental, vision), retirement , and PTO (school holidays, and sick/personal leave)