

**Position Description**  
**Lead Caregiver**

**Summary**

Provide quality care and supervision to children in a classroom setting, while acting as leader and role model for other caregivers and assisting Lead Teacher/Program Coordinator with Lead Teacher responsibilities. Work on a team-teaching basis, provide daily communication to parents and assist in the maintenance of the classroom to ensure a healthy, safe environment. Be in charge of a classroom as requested.

**Duties & Responsibilities:**

**Work with Children**

- Provide physical care to children. This includes napping, feeding, bathrooming, lifting children, getting down to child level, and sitting on the floor.
- Prepare bottles, snacks and lunches for children as needed.
- Record bathrooming, snack, nap and other daily activities.
- Move around with children at their pace and be actively involved with them.
- Know the difference between appropriate and inappropriate behaviors so that problem behaviors can be prevented and dealt with appropriately and effectively.
- Respect each child as an individual and be sensitive to individual needs and routines.
- Promote children's development by initiating a variety of activities (e.g., physical, social, emotional, creative, cognitive, self-help).
- Document children's work in the classroom, both for individual portfolios and classroom/hallway displays.
- Collaborate with Lead Teacher/Program Coordinator on child Developmental Checklists, lesson planning, and child goals.
- Assist with writing classroom newsletter, and/or other classroom materials and events as assigned.

**Health and Safety**

- Keep children in sight and sound at all times. Conduct regular name checks.
- Know proper procedures for handling an emergency (e.g., accident, fire drill).
- Be alert to and help to prevent injury and illness (e.g., stop a child from injuring another child, respond to environmental safety concerns such as unsafe items at child reach, slippery floors, or broken toys/equipment).
- Help to maintain a clean and healthy environment (e.g., kitchen/classroom, remove mouthed toys from another child's reach, wash and disinfect toys).
- Be aware of children's health and physical condition when they arrive and throughout the day. Share information about children's health and/or injuries with other staff.
- Administer first aid & medication; complete and log Accident/Illness Report.

**Work with Other Caregivers**

- Communicate effectively with coworkers in a team-teaching environment.
- Approach problems with coworkers in a positive, solution-oriented manner.
- Share responsibility for children and the environment in all areas of the Center.
- Help out in other classrooms when needed.
- Give direction and/or suggestions to coworkers about their work and communicate with Program Coordinator/Lead Teacher about direction given.
- Be aware of child:staff ratio and staff schedules at all times and initiate adjustments as needed.
- Co-lead staff meetings and help determine areas where additional staff training is needed.
- Collaborate with Lead Teacher/Program Coordinator on staff evaluations for the semester.

**Work with Families**

- Greet families (children and adults) and make an effort to know them and their names.
- Share information with families at arrival and departure (e.g., child's day, needs, classroom activities, etc.).
- Help families and children with separation at drop-off or other transition times.
- Relay important information gained from families to other staff.
- Refer questions or concerns to a Lead Teacher/Program Coordinator or administrator when appropriate.
- Contact families to inform them of accidents, concerns, illnesses, etc.
- Participate with Lead Teacher/Program Coordinator in new family intakes and conferences.