



**MENLO PARK CITY SCHOOL DISTRICT
LEAD TEACHER, EARLY LEARNING CENTER
JOB DESCRIPTION**

TITLE: Lead Teacher

DEPARTMENT/SITE: Early Learning Center

REPORTS TO: Director, Early Learning Center

SALARY: Refer to ELC Teacher Salary Schedule

CLASSIFICATION: Unrepresented Certificated
days

WORK YEAR: 202

GENERAL SCOPE:

The Menlo Park City School District, a small, well-resourced and diverse K-8 school district in the heart of Silicon Valley, is designed to inspire the next generation of thinkers and leaders. If you desire to work collaboratively to create, safe, and innovative environment, then MPCSD may be for you! Want to know more about how we are changing the world? We encourage you to read our [Strategic Directions](#) available on our district website.

Under the direction of the Early Learning Center Director, provides leadership to create a safe, welcoming and stimulating educational environment for children ages 3-5, their families and fellow educators. Work requires independent judgment and initiative with limited supervision.

Lead Teachers at the Early Learning Center develop supportive relationships with children that foster positive social-emotional development and set the stage for children to learn and grow in all areas of their development. Lead Teachers observe and are attuned to children's emerging interests and create learning environments and curriculum that extend their curiosity, increase their knowledge and develop new skills. Teachers engage and communicate with families about their children's developing skills, growth and exciting moments. Early Learning Center Lead Teachers have the qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. Lead Teachers are given time for reflection, observation and planning.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Speak and engage in a professional manner with staff, children, parents and visitors at all times.
- Work constructively with the entire ELC staff to solve problems that arise, offer support and provide constructive feedback and contribute to the professional community by engaging fully in staff meetings, seminars, training events, celebrations, etc.
- Stay current about child development and early childhood education via publications, coursework, conferences, etc.



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- Monitor classrooms, playgrounds, bathrooms and shared areas for safety and cleanliness.
- Abide by the ethical standards of the National Association for the Education of Young Children.
- Lead the classroom team in planning a comprehensive, developmentally appropriate, culturally relevant curriculum that is responsive to children's emerging interests and development and that foster children's exploration of math, language, literacy, art, and science while encouraging meaningful moments of play and interaction.
- Encourage and build upon children's self-initiated play, select appropriate materials, and plan and implement teacher-guided learning activities.
- Document weekly lesson plans with sufficient detail to demonstrate alignment with developmental objectives, broad coverage of all content areas, and accommodation for individual interests and needs.
- Prepare an inviting and developmentally appropriate classroom environment daily.
- Plan and lead circle time, small group, and large group activities.
- Guide children's learning through a variety of strategies such as intentional interactions, scaffolding, explicit instruction, modeling, demonstration, changes in the environment and materials.
- Provide supportive, culturally relevant education and care to all children, including English Language Learners and children with special needs without bias or favoritism.
- Participate in mealtimes and help with dressing, toileting, etc. as needed.
- Communicate concerns about possible developmental delays with the director and participate in meetings with families for children with identified or suspected special needs.
- Document children's activities through written observations and photographs for use in communication with families, on the web, and in children's portfolios.
- Create a developmental portfolio for each child, regularly documenting highlights of their cognitive, social-emotional, physical and linguistic development.
- Provide content and articles for classroom and ELC newsletters.
- Relay concerns and share documentation with the Director, as needed.
- Follow District and Community Care Licensing guidelines to submit incident reports when a child is injured.
- Speak with families about their children in a respectful, culturally responsive, honest, sensitive, and confidential manner. Strive to understand and respond supportively to family values, needs, and concerns.
- Conduct parent teacher conferences at least twice per year.
- Notify families on a regular basis of positive developments, behavior incidents, accidents, etc. through verbal interaction and online or app-based communication tools.
- Set the tone of positive interactions with children, families and co-workers.
- Establish and reinforce routines for the classroom.
- Include teaching team in curriculum planning whenever possible.
- Lead engagement in reflective practices and inquiry.



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- Coordinate, participate in and delegate classroom preparation & cleanup to support efficient classroom operations.
- Observe staff interactions with children and families and provide constructive feedback as appropriate.
- Prepare, set up and clean up meals, snacks and curriculum activities.
- Oversee work of volunteers and interns in the classroom.
- Supervise Assistant Teachers and Preschool Aides.
- Relay concerns to Director.
- Other duties as assigned.

PHYSICAL DEMANDS:

- Ability to bend, kneel, sit on the floor and interact with small children.
- Lift and hold children up to 40 pounds.
- Lift equipment up to 20 pounds and put away toys.
- Ability to maintain stamina for long days with children.
- Ability to work both indoors and outdoors in children's play areas – may be during cold or rainy weather.

REQUIREMENTS:

- Must be at least 18 years old.
- Minimum 2 years working in a preschool setting.
- All required district trainings, e.g. mandated reporter, health and safety, sexual harassment (to be provided by MPCSD) and participation in professional development and training, as required by administration.
- Successful passage of physical, including TB test, and criminal background fingerprint screening.
- Bilingual Spanish preferred

EDUCATION, LICENCES, AND CERTIFICATES:

- Bachelor's degree required with minimum 24 units in Early Childhood Education.
- Eligible to apply for or hold a Teacher level [Child Development Permit](#) or higher from the Commission on Teacher Credentialing within 1 month of hire.
- Proof of passing CBEST scores or equivalent prior to start date.
- 3 units in supervision/administration of child care programs preferred
- Valid certification of CPR and First Aid (will be provided by MPCSD if not already certified).

HOURS:



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The hours of the ELC are 7:30-5:30, Monday -Friday. This position requires at least 8 hours per day of work for a minimum of 10 months, with specific hours to be determined with the administration and with the possibility of a longer work year if mutually agreed upon.