



# Valley Ranch Academy Lead Teacher

## Purpose

To lead all instruction, planning, assessments, and communications for the classroom. Lead teachers are leaders that are passionate about seeing children succeed, not matter what background they come from. They are also self-driven, innovative and not afraid to ask for help or to seek world-class solutions.

## Job Description

### ROLE AND RESPONSIBILITIES

At Valley Ranch Academy, we excel by showing up every day for kids with the best of what we have and to ensure that every child is learning every minute of every day they are in school. A lead teacher will be responsible for the following:

- Teaching children about core concepts, such as numbers, letters, shapes, and colors
- Use creative, hands-on methods of learning, such as artistic expression, free play, and storytelling.
- Encourage and monitor social interactions between children
- Cultivate healthy and positive relationships with families
- Maintain a positive school culture that reflects the Valley Ranch Academy Mission
- Prepare excellent lesson plans for students in person and online that are aligned with TEKS
- Instilling a sense of respect and discipline, so that children work effectively in a classroom setting.
- Ensure your classroom complies with all childcare licensing, county, and state compliance requirements and paperwork

The ideal team member is/will:

- Passionate about seeing children succeed, no matter the background from which they come
- Seek to grow and learn new skills to better serve kids and parents and lead a school faculty.
- Self-driven, innovative, and is not afraid to ask for help and to seek world-class solutions.

Job Requirements:

1. Supervise and lead teacher aide
2. Hire and train teacher aide on childcare licensing standards
3. Create reports to inform parents about their children's progress at school.
4. Conduct Circle Time Assessments for their students 4 times per year.
5. Develop educational plans and standards for all children aligned to the curriculum.
6. Maintain instructional excellence and alignment across developmental levels.
7. Lead in communicating with parents about the child's progress on a daily basis through ProCare.
8. Meet with parents and staff to discuss students' progress



9. Ensure that classroom is well maintained and cleaned according to center standards.
10. Pass background check and fingerprinting by childcare licensing.
11. Support the operations team with a minimum of 10 hours per year with recruitment related activities such as, but not limited to, open houses, cultivation calls to prospective students, virtual classroom tours and sample classes for prospective families

Skills:

- Bachelor's Degree in early childhood education OR
  - Degree in Education, with a focus on early childhood learning.
  - Having a degree in other fields does not disqualify you and will be based on experience; please contact us to learn more.
- Conduct sample in-person and online sample lessons and lesson plans for interviews.
- **Patience**, optimism, compassion, enthusiasm, and empathy.
- Familiarity using Microsoft Word, Excel, Google Meets, Google Sheets, Slides, Docs, LMS Experience a Plus.
- Able to have frank and respectful conversations when receiving and giving feedback.
- Agree to be recorded in the classroom and online with or without notice in video and audio.

**PREFERRED ADDITIONAL SKILLS**

If you speak another language, that's a plus as our student community is very diverse. All languages are welcome.

**IMPORTANT QUALITIES**

**Leadership skills.** Leaders create leaders and our expectation is that your teacher aide is getting training on how to become a lead teacher within a given amount of time.

**Communication skills.** Teachers inform parents and staff about the children's progress. They need good writing and speaking skills to convey this information.

**Interpersonal skills.** A lead teacher must be able to develop relationships with parents, children and staff.

**Organizational skills.** Lead teachers need to maintain clear records about children. In addition, they must be able to multitask when several people or situations require their attention, executing promptly and with excellence.

Competitive salary commensurate with experience and qualifications. Interested applicants should submit resume's to Jaciel Castro at [jcastro@valleyranchacademy.com](mailto:jcastro@valleyranchacademy.com) or by submitting an application at: <https://bit.ly/InstrucPositionVR>