

# **LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.**

## **JOB DESCRIPTION**

**TITLE: LEAD TEACHER**  
**DEPARTMENT: HUMAN SERVICES**  
**SUPERVISOR: HUMAN SERVICES DIRECTOR**  
**CLASSIFICATION: NON-EXEMPT FULL TIME**

### **POSITION SUMMARY:**

The Lead Teacher is responsible for the day to day activities within the Parent- Child Development Center (P-C Development Center) This includes all areas of development and implementation of lesson plans and daily activities. The teacher will provide direction and guidance to the P-C Development Center staff, to include the Aide and Assistants.

### **ESSENTIAL JOB FUNCTIONS:**

- Operates the day to day activities of the child education program
- Develops high quality lesson plans for kindergarten readiness, and social-emotional regulation (Conscious Discipline Curriculum)
- Maintains and oversees that the environment is age appropriate and conducive to learning for all ages we serve.
- Maintain confidentiality regarding all personal information about children, families and staff.
- Promotes an environment that is culturally aware and sensitive to the needs of the children and their families.
- Facilitate and maintain program organization through appropriate record keeping and reporting requirements.
- Plans and evaluates indoor and outdoor environments, activities and routines that encourage safe play and exploration.
- Ensure children are supervised at all times.
- Develops and implements emergency procedures as well as universal health precautions that prevent accidents and illness.
- Ensure the classroom environment is clean and organized.
- Establish priorities, organize tasks, meet deadlines and manage time effectively to meet the goals and objectives of the P-C Development Center
- Maintain a sufficient quantity of educational materials and activity supplies at the preschool. Requests for additional supply items must be reviewed by the HS Director
- Participates in on-site learning in accordance with a professional development plan that reflects regulatory issues and professional growth. Effectively use the child outcome data collected from screenings and assessments to improve the classroom environment, teacher knowledge and behaviors, teaching strategies and kindergarten admission.
- Develop and maintain open communication with parents including regularly scheduled parent information events, newsletters and phone calls.

### **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Possess an AA (or 60 units) with 24 ECE/CD including core courses, 3 infant/toddler development units, plus 6 units administration, plus 2 units adult supervision.
- A minimum of 350 days with a minimum of 3 hours a day, within 4 years, including at least 100 days of supervising adults in a preschool environment.
- Knowledge of the community services available to and needed by families, including health, social services, behavioral health, development and family support services
- A current Health and Safety 15 hour certificate
- A current Child/Infant CPR certification

### **All LCTHC employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 5% of time is spent working at a desk. Balance of time (approximately 95%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication. Work is performed in an office/preschool environment and outside with exposure to different weather conditions; continuous contact with other staff, children and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

***IMPORTANT DISCLAIMER NOTICE***

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date