



## Early Learning Center Lead Teacher

Job Description

\*This position is not eligible for remote work

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*The mission of Family Promise of Gallatin Valley is to empower families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Our vision is that family homelessness is brief and non-recurring.*

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**Core Values:** Trust, Equity, Authentic, Compassion, Respect, Passionate, and Fun

**Classification:** Non-Exempt; Hourly

**Rate:** \$22.00- \$24.00

**Reports to:** Rising Stars ELC Leadership

### **What We Are Looking For**

- Passion for teaching young children with an energetic and creative approach
- Authentic, engaging, compassionate, and flexible
- Knowledge of Early Childhood Development milestones (preferably NAEYC or MELs)

### **Job Summary**

The Family Promise Rising Stars Early Learning Center Lead Teacher will create, plan, implement and maintain the daily activities of the center classroom of which they are assigned. This could involve one of the three infant rooms and/or four preschool rooms. The lead teacher will be responsible for planning and implementing daily curriculum, communicating with families, maintaining all documentation regarding students and classroom activities, ensuring the safety of students, and providing direct care. They will be working directly with an Assistant Teacher who they will guide throughout the day, work together as a team, and feel comfortable delegating duties when needed.

## **Rising Stars Vision and Mission Statement**

*The Family Promise Rising Stars Early Learning Center is a community-based center that will provide developmentally appropriate child care and early learning opportunities for infants, toddlers, and preschoolers.*

*The mission of Family Promise Rising Stars Early Learning Center is to help families in our community achieve sustainable independence by offering a safe, trusting, accepting, respectful secure learning environment for their children, while offering family programming geared towards the unique needs of the families we serve.*

## **Responsibilities and Duties**

### **Administration**

- Ensuring all documentation is properly completed and kept organized daily, including student attendance, diapering and potty forms, infant feeding forms, medication administration forms, child development records, parent forms, etc.
- Maintaining own proper documentation for licensing and training requirements.

### **Family Involvement**

- Day-to-day interactions at drop-off and pick-up with parents; providing a warm and welcoming environment our community provides.
- Communication with parents on children's development, needs and other.

### **Leadership & Management**

- Provide positive guidance and leadership to Assistant Teachers, Substitutes and Volunteers daily
- Maintaining required ratios in the classroom
- Keeping the classroom in good working condition involves daily cleaning and sanitizing of the classroom, putting away toys, bedding removed and laundered, proper food handling procedures followed, etc.
- Continuing open communication with Directors
- Maintaining the highest quality rating as defined by our STARS to Quality membership.
- Effectively use assessment tools for the development progress of each child
- Maintain a strict confidentiality policy of records and information of families, staff, and children

## **Expectations**

- Be flexible working in our dynamic environment with multiple distractions involving children of all ages, understanding our unique environment demands change
- Demonstrate the ability to collaborate with other facility staff, center families, and program Directors
- Be committed to helping the center families and children gain resources and support to help them succeed in and outside our facility
- Be dedicated to Rising Stars vision and mission
- Create fun, interactive learning experiences which will enhance each individual child's development
- Motivated towards enhancing professional development

## **Knowledge, Skills, and Abilities**

### **Knowledge**

- Required Qualifications:
  - At least 18 years of age.
  - A degree in Early Childhood Education, Elementary Education, or related field OR two or more years of experience within the early childcare field. As well as 32 hours of ECP approved training (current on the PR at a level 2 or higher-will acquire within 30 days.)
  - Certification in first aid and CPR training including child first aid and CPR (acquired within 30 days of hire.)
  - Must be willing to be certified as a Lead Teacher qualified through Montana DPHHS.
  - Have some knowledge of the NAEYC milestones and early childhood development.

### **Skills**

- Maintain a high standard of professionalism and organization
- Proficient oral and written communication with staff, families, and the community effectively
- Ability to relate to a diverse, and sometimes vulnerable population
- Intermediate to advanced computer skills

## **Statement on Qualifications**

Studies have shown that women and people from underrepresented communities often only apply to jobs if they meet 100% of the qualifications. We encourage you to apply even if you don't believe you meet every single requirement. We value that talent comes in many forms and skills are transferable.

Family Promise is a mission-driven organization that empowers families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Family Promise embraces families of all compositions, uniting our community to be a part of the solution for those experiencing homelessness. Our vibrant culture is rooted in our Core Values: Trust, Equity, Authenticity, Compassion, Respect, Passion, and Fun. We bring these values to life in everything we do, fostering an environment where both our clients and team members feel valued and inspired. Potential team members would join a collaborative environment of problem solving and innovation, while bringing an exemplary work ethic and positive attitude that is supportive to all.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FPGV provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, religion, color, national origin, citizenship, age, physical or mental disability, marital status, sex, actual or perceived sexual orientation, and gender identity or expression, in accordance with applicable federal, state, and local laws. FPGV complies with applicable federal, state, and local laws governing nondiscrimination.*