



Position Title: Lead Teacher

Location: Summit County Preschool

Classification: Non-Exempt

Pay: \$23–27 per hour depending on experience and qualifications; comprehensive benefits.

Position Summary: Lead Teachers create and maintain a safe, welcoming, and engaging classroom where children can learn and grow. They lead the classroom teaching team, build strong relationships with children and families, and make sure classroom practices meet Summit County Preschool policies and applicable licensing, Head Start/Early Head Start, and Universal Preschool requirements.

Qualifications

- Meet Colorado requirements for the position or be actively working toward requirements under an approved qualification or professional development plan
- Meet any additional qualifications required for the assigned classroom or program
- Understand child development and developmentally appropriate teaching practices
- Have strong communication, organization, and leadership skills
- Complete and maintain required background checks, training, certifications, and professional development

Essential Duties and Responsibilities

1. Curriculum & Learning

- Plan and provide developmentally appropriate learning experiences based on children's ages, interests, strengths, and needs
- Use SCP's approved curriculum and support program school-readiness goals
- Provide learning through play, exploration, routines, small groups, and individual experiences
- Adjust activities and teaching strategies based on observations and child progress
- Support children's social-emotional development throughout the day

2. Child Assessment & Individual Support

- Observe children regularly and document their learning and development
- Complete Teaching Strategies GOLD assessments and maintain required child portfolios
- Use assessment information to plan for individual children
- Support developmental screenings and referrals when requested
- Follow and support children's IEPs, IFSPs, health plans, behavior plans, and other individual plans as applicable
- Work with specialists and support staff when needed

3. Family Communication & Engagement

- Build respectful and supportive relationships with families
- Maintain daily child updates using Brightwheel
- Provide regular classroom newsletters, updates, and photos as assigned
- Conduct or participate in family conferences at least twice each program year
- Share information about children's strengths, development, learning, and needs
- Invite families to share information, goals, culture, language, and ideas that can support their child's learning

4. Classroom Leadership

- Guide and support Assistant Teachers, Floaters, substitutes, volunteers, and other classroom staff
- Clearly communicate classroom expectations and responsibilities
- Mentor and help onboard new classroom staff
- Model positive teaching, guidance, supervision, health, and safety practices
- Communicate concerns to administration when additional support is needed

5. Child Care & Positive Guidance

- Build nurturing and responsive relationships with children
- Use positive, age-appropriate guidance and behavior-support practices
- Support children in learning emotional regulation, social skills, independence, and problem-solving
- Provide inclusive care for children of different abilities, cultures, languages, backgrounds, and family structures
- Assist children with toileting, diapering, hygiene, meals, rest, and other personal needs as appropriate

6. Safety, Health & Supervision

- Maintain active supervision and know where children are at all times
- Maintain required child-to-staff ratios and group sizes
- Complete required child counts and follow procedures during transitions
- Complete daily health observations and promptly report illness, injury, safety concerns, or unusual incidents
- Follow required cleaning, sanitizing, disinfecting, handwashing, food-safety, and infection-control practices
- Follow children's allergy, medication, health, and emergency plans
- Participate in emergency drills and follow emergency procedures

7. Documentation & Compliance

- Complete classroom records accurately and on time
- Follow SCP policies and applicable licensing, Head Start/Early Head Start, UPK, CACFP, and health and safety requirements
- Protect confidential information about children, families, and staff
- Immediately report suspected child abuse or neglect as required by law and SCP policy
- Follow SCP's Standards of Conduct and prohibited-practice requirements

8. Classroom Environment & Materials

- Maintain a clean, organized, safe, and welcoming classroom
- Maintain classroom materials and supplies
- Create classroom spaces that encourage independence, exploration, and learning
- Follow SCP procedures for cleaning and caring for classroom materials

9. Professional Responsibilities

- Attend required meetings, training, coaching, and professional development
- Maintain required qualifications, certifications, and training
- Participate in coaching, feedback, and continuous improvement
- Communicate respectfully with coworkers, families, children, and community partners
- Maintain flexibility to meet classroom and program needs

Equal Employment Opportunity

Summit County Preschool is an Equal Opportunity Employer. Employment decisions are based on qualifications, experience, performance, and the needs of the organization. SCP does not discriminate based on race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, genetic information, marital status, veteran or military status, or any other status protected by federal, state, or local law.

Benefits & Other Compensation: Summit County Preschool offers eligible employees a comprehensive benefits package that includes

- Health, vision, and dental insurance.
- Retirement plan.
- Generous paid time off, including holidays and wellness days.
- Professional development assistance.
- Ski pass.
- 15% employee childcare discount, with the opportunity for the discount to increase with continued employment.

Benefits are subject to eligibility requirements and current Summit County Preschool policies and plan terms.

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