



LEAD TEACHER JOB DESCRIPTION

16010 Greater Grove Boulevard, Clermont, FL 34714
 Telephone: (352) 242-6232
www.aquarellekids.com

In addition to the responsibilities set forth in the teacher job descriptions for each classroom, Lead Teachers must assist director with teacher training which will include:

- Six week process of staff orientation and training.
- Staff evaluations – weekly, monthly and bi-annually.
- Daily classrooms check lists.
- Notes to parents.
- Observing and recording students.
- Maintaining students’ portfolios.
- Understanding curriculums as it pertains to basic child development theories.
- Implementing lesson plan devised by lead teachers.
- Following posted schedules.
- Workshops conducted on various topics.
- ITERS and ECERS rating scales.
- Accreditation process.

I _____ have read the above job description, the contract, and have been given a copy of the Employee Policies & Procedures Handbook. I am aware of and in agreement with the expectations for this position.

Teacher signature:	Date:	Director Signature:	Date: