



9135 Stahala Drive, El Paso, TX 79924  
[www.suncitychristian.org/sun-city-cdc/index.html](http://www.suncitychristian.org/sun-city-cdc/index.html)

## **Job Title: Sun City Child Development Center Lead Teacher**

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**REPORTS TO:** Director Child Development

**PRIMARY FUNCTIONS:** Sun City Child Development Center is an organization committed to excellence and inspiration in early childhood and elementary education. We pride ourselves in being a Child Development Center that provides a curriculum that will prepare children to be lifelong learners. Our center is seeking a dedicated Lead Child Care Teacher to encourage the healthy intellectual, and psychological growth of children. The Lead Teacher will supervise children while motivating them to use their mental capacities and exercise their imaginations.

### **ESSENTIAL JOB FUNCTIONS:**

- Implements developmentally appropriate curriculum in the classroom to include the social, emotional, cognitive and physical development of children from birth to 12 years old.
- Interacts positively with children individually and in small or large groups throughout the day.
- Supervises classroom to comply with Texas Department of Family and Protective Services (TDFPS) minimum standards and center standards, policies and procedures.
- Ensures a safe, healthy and stimulating learning environment. Performs daily health checks of children, as well as daily safety checks of indoor and outdoor environments.
- Ensures the healthy development of children through appropriate supervision of meals, snacks and rest periods.
- Provides positive guidance through appropriate discipline and classroom supervision techniques. Always conducts self in a professional manner in all interactions.
- Routinely documents observed development of each child.
- Develops and maintains positive relationships with parents and participants through written communication, conferences and by encouraging volunteerism and adult participation.
- Maintains equipment and supplies required for appropriate curriculum and requests replacement as required.
- Coordinates the classroom support activities of Teacher Assistants. Teaches and models appropriate classroom supervision for Teacher Assistants.

### **ADDITIONAL JOB FUNCTIONS FOR ALL EMPLOYEES:**

1. Interprets, role models, and enables Sun City Child Development mission, core values, to employees and the public.
2. Follows all center policies and procedures, including safety procedures, at all times
3. Communicates with all levels of staff and public as appropriate to the job.

4. Conducts and attends meetings and training sessions as required, including participation annually in 20 hours of training per TDPRS minimum standards.
5. Responsible for all equipment, supplies, documents and materials related to job.
6. Communicates all problems and questions to supervisor.
7. Complies with all federal, state, and local regulations.
8. Assures proper storage of all records.
9. May perform duties of assigned staff as needed; and performs other duties as required by supervisor.

**MARGINAL JOB FUNCTIONS:**

1. Attends parent functions annually as required, serving in any needed capacity.

**JOB QUALIFICATIONS:**

1. High school graduate or equivalent required.
2. Six (6) months experience working with and around children in a child care center or educational setting; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities required.
3. Must be at least 18 years of age.
4. Willingness to follow direction from superiors required.
5. Love of children, patience, stamina and flexibility required.
6. Must be able to cope with emergencies and mediate or resolve disputes.
7. Must be a self-starter, have creative energy, and be enthusiastic.
8. Must be well organized and be able to handle multiple priorities.
9. Effective verbal and written communication skills required.
10. Excellent interpersonal skills required.
11. Must be able to work under pressure with interruptions.
12. Must be able to make sound judgments
13. Bilingual capabilities in English/Spanish preferred. Must be able to read, write and communicate in English.
14. Must acquire CPR, first aid and food handling certifications within 30 days of employment. Must maintain these certifications throughout employment.
15. Must supply physician statement of current negative TB test and freedom from communicable diseases.

**IMPORTANT NOTICE:**

This position is not limited to those duties listed in the job description. Duties and responsibilities can be changed, expanded, reduced or deleted to meet the business needs of the Sun City Child Development Center.

**WORK CONDITIONS:**

Please refer to Support Data Sheet.