Lead Teacher (Internal: Teacher I) Age 0-3 years

CHICAGO COMMONS HISTORY:
Founded in 1894, Chicago Commons was one of Chicago’s original settlement houses serving immigrants on Chicago’s northwest side. Today, Chicago Commons is a nonprofit organization whose mission is to partner with individuals, families and communities to overcome poverty, discrimination and isolation. To fulfill that mission, Chicago Commons provides high-quality early childhood education, family-centered adult education, and senior services to more than 3,000 individuals annually.

Chicago Commons’ Early Childhood Education Programs are Reggio inspired programs that utilize a problem-solving approach to learning, providing unique engaging environments, including extensive art studios and outdoor play through nature-based playgrounds. The Early Childhood Programs serve as the backbone of many at-risk Chicago communities, including West Humboldt Park, Pilsen, Bronzeville, and New City/Back of the Yards. These neighborhoods are impacted by high rates of poverty and limited educational and economic resources. Chicago Commons seeks to help families obtain the skills, resources and education needed to break the cycle of poverty.

OVERVIEW:
The lead teacher is responsible for developing a classroom atmosphere where children can grow and develop in a safe and positive learning space. Candidates must have a passion for creating a safe and nurturing environment for children to receive a quality education, and the ability to lead the classroom team.

ESSENTIAL DUTIES & RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These include, but are not limited to, the following:

- Contributes to the development of the overall agency and center educational plan
- Leads classroom teams in creating an atmosphere in which children can grow and develop; develops a classroom environment that is welcoming and emphasizes the importance of the child; includes furnishings and supplies which are attractive, durable and developmentally appropriate
- Introduces, implements and evaluates developmentally appropriate activities for young children including the following activities: Self Image, Language/Literacy Development, Music and Movement, Social Studies, Science, Math, Art, Large/Small Motor Activities, and In-Depth Projects
- Supervises and interacts with all children’s activities
• Trains staff and prepares performance evaluations with the assistance of the Site Director
• Researches, implements, and evaluates curriculum methods and classroom management strategies
• Responsible for preparing classroom materials in advance of children’s arrival and maintaining a clean classroom environment
• Assists with responsibility of ordering supplies needed for the program
• Recommends maintenance and repairs as needed
• Develops strong partnerships with the families
• Attends home visits and conducts parent-teacher conference assessment reviews
• Participates in Family Reviews and IFSP/IEP meetings
• Leads the implementation of the Reggio Emilia Philosophy, focusing on in depth studies and classroom explorations
• Responsible for maintaining reports on children’s growth and development for all students in the classroom
• Conducts weekly team meeting
• Attends and participates in parent meetings and in-service trainings
• Performs other duties as assigned.

*Chicago Commons reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.*

**QUALIFICATIONS:**
The items listed below are representative of the required knowledge, skill, and/or ability.

**Required:**
Bachelor’s Degree in Early Childhood Education or related field

**Technical Skills:**
• While performing the duties of this job, the employee must be able to read and write English proficiently
• Must be able to read, produce and transmit data on a word-processing system

**PHYSICAL REQUIREMENTS:**
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**Physical:** Candidates must occasionally lift and/or move up to 40 pounds and are frequently required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl.

Chicago Commons is an equal opportunity employer. We consider all applicants for employment without regard to race, religion, color, age, sex, national origin, citizenship, ancestry, marital or parental status, sexual orientation including gender identity, gender expression, military discharge status, physical or mental disability, or any other status or characteristic protected by law. In addition, Chicago Commons provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local laws (including during the application or hiring process).