



Job Responsibilities Snapshot

Team Coordinator Job Responsibilities

- Ensure their department's team collaborative/ planning meetings are conducted.
- Report to Directors after meetings.
- Makes sure that lesson planning is a collaborative approach.
- Ensures that their teams Friday folders are being completed by the team members.
- Collaborates with Lead Teacher (s) in their department regarding student progress and needs.
- Oversees cleaning procedures are being followed properly.
- Communicates Classroom/building needs to Directors.
- Bridges the gap with co-workers as children transition into new classes.

Lead Teacher Job Responsibilities

- Collaborate with Director of Curriculum to review next month's theme and lessons.
- Collaborate with Team to brainstorm lesson plan ideas during Team meetings.
- Prep Lesson Plans and materials and Friday Folders and makes material requests to Directors.
- Oversee materials and cleanliness of classroom areas
- Carry out Center policies, procedures and daily tasks

Assistant Teacher Job Responsibilities

- Assist Lead Teachers with Lesson Plans
- Oversee children's behavior while Lead Teacher is teaching whole or small group activities
- Clean up learning, play and eating spaces with or for Lead Teacher
- Prepare materials as directed by Lead Teacher
- Empty and fill Friday Folders
- Carry out Center policies, procedures and daily tasks