



The mission of Children and Family Urban Movement is to create a community to support the potential of children, youth, and families through educational success, healthy living, and community engagement.

Job Title: Lead Teacher

Classification: Non-Exempt, part-time approx 2:00 – 6:00 Monday – Friday

Reports to: Site Director

Updated 6-29-23

Primary Purpose and Function: Represent CFUM positively, professionally, courteously and effectively to constituents as well as in collaboration with other CFUM staff and the families being served by CFUM. The purpose of CFUM’s Lead Teacher is to advance the mission of CFUM by working as part of the K-5 program team to ensure children are fully engaged in the academic and social /emotional growth programs during the school year so they are well prepared for success and advancement. This position will lead a small team in an assigned age group to encourage and nurture reading and STEAM skills. The Lead Teacher will also be responsible for the oversight of the program participants and is accountable for ensuring the safety of the children and delivery of program curriculum. This role offers K-5 program participants academic support, opportunities for creative self-expression and healthy self-development.

Essential Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Implement lesson plans and ensure that each age cohort follows the schedule and plan
- Ensure materials are available and distributed for daily activities
- Manage student behavior issues within assigned cohorts. Document as necessary, elevate to Site Director as needed.
- Engage with parents as necessary and required.
- Engage and assist onsite volunteers
- Manage Healthy Snack Program for assigned age cohort
- Regularly inventory supplies and request replenishment in a timely manner as needed
- Attend and coordinate “Back to School Event”, “Holiday”, and “End of School Year Event”
- Assist in on-boarding, training, and mentoring new hires during first 90 days
- Use BrightWheel tracking system to ensure daily attendance reporting is completed and recorded on scorecard – ensure all children arriving from Moulton at the end of the school day are checked in to your classroom
- Check in and out on BrightWheel to ensure proper class ratio is maintained
- Use BrightWheel to communicate with other teachers, staff, administration and parents on relevant and important topics.
- Use BrightWheel to add activities to students profiles

- Maintain positive relationships with parents through daily contact and formal opportunities for parent involvement

Supervisory Responsibility: This position is responsible for supervision of staff assigned to their age cohort.

Position Type and Expected Hours of Work: This is a full-time seasonal position. This role will typically be dedicated to program time from approximately 8:30am-5:45 pm Monday through Friday.

Travel: No travel is expected for this position, other than scheduled field trips to monitor and guide the students as a large group (K-6)

Work Environment: This job operates in a child-centered environment. The noise level is generally moderate to occasionally loud.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position is primarily focused on time with children and will require prolonged periods of standing and walking throughout the program space. The employee will also need to sit and stand on the floor throughout the day, climb stairs, and bend, kneel, stoop and crouch to be at eye level with children. The employee may be required to regularly lift and/or move items up to 10 pounds and occasionally lift and/or move up to 50 pounds

Education and Experience:

4-year degree with BA in Elementary Education preferred.

Must be able to meet DHS requirements as a Childcare Site Coordinator. Background check and fingerprints are required.

- Ability to obtain and maintain current First Aid, Universal Precautions, CPR, and Mandatory Reporter credentials
- Strong written, oral and interpersonal communication skills
- Excellent relationship building skills
- Ability to manage a classroom and control behavior
- Self-motivated and resourceful
- Ability to work independently and as an engaged team member
- Comfortable and skilled working with a culturally diverse staff and community
- Comfortable and skilled working with children in a structured learning environment
- Ability to manage sensitive and confidential information with integrity

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.