



## POSITION ANNOUNCEMENT

**DEPARTMENT:** Child Care  
**POSITION:** Lead Teacher (3 to 5 classroom)  
**REPORTS TO:** Education Coordinator

**OPEN DATE: Immediately**

Erie Neighborhood House, a community-building agency empowering Chicago's low-income and immigrant families and dedicated to promoting a just and inclusive society is seeking a **Lead Teacher** to work in our NAEYC accredited Childcare Program. Reporting to the Education Coordinator, the Lead Teacher's **basic function** is to be responsible for actively leading the classroom team in the education and general development of the children following Erie House, Head Start, Illinois State Board of Education, DFSS, NAEYC and DCFS standards/philosophies.

### **Position Responsibilities:**

- Provides an overall classroom environment that is reflective of our multi-ethnic population, conducive to education and socialization. The Lead Teacher promotes recognition, acceptance and positive interactions among children and among children and staff.
- Welcomes parents into the classroom, develops a positive relationship with them and provides experiences and activities for them that enhance their roles as the primary influence in their child's growth and development.
- Meets with the Education Coordinator on a regular basis for supervision and support. Meets with teaching team on a regular basis to provide supervision and support.
- Meets with classroom team weekly to complete lesson plans and discuss individual children's needs. Lesson plan activities should address: needs identified in the assessments, promote multiculturalism, present challenges and develop critical thinking skills.
- With the classroom team, identifies children who may need more specialized services and with the assistance of the Social Worker and Psychologist actively supports parents in the provision and follow up of these services.
- Assures timely completion of all required records and documentation related to our funding sources.
- Responsible for the program complying with the Policies and Procedures of Erie Community Child Care Center, the Board of Education and all City and State licensing requirements and Head Start performance standards including: promoting the health and safety of all the children, following sanitation procedures and universal precautions, completing a physical exam every 2 years and complying with the Confidentiality and Child Abuse and Neglect Acts as a mandated reporter and complying with the American's with Disabilities Act and Erie's Inclusion Policy

### **POSITION REQUIREMENTS/ESSENTIAL FUNCTIONS:**

- Bachelor's Degree in Early Childhood Education.
- Professional educator license in ECE issued by the Illinois State Board of Education (ISBE) or Gateways Level 5 ECE Credential AND be enrolled in a program leading to professional educator license in ECE
- Bicultural/Bilingual (Spanish) and ESL endorsement preferred.
- Physical constraints required include, but not limited to, the ability to lift and carry children and other items weighing up to 50 pounds including evacuation of the building during emergencies.
- Demonstrates the following qualities: self-motivated, self-directed, follows directions, makes good judgments, creative, reliable, and dependable.
- Exhibits sincere interest in working with children and is knowledgeable regarding children's development and growth.
- Proof of eligibility to work in the U.S.
- Upon offer of employment, must complete all forms related to hiring, including Erie's application and employment status and 3 letters of recommendation. In addition, must complete all DCFS forms, including a Criminal Background Check, Fingerprinting and a Child Abuse and Neglect Background Check.

**Salary Range: Starting at \$40,000-\$45,000 plus Excellent Benefit Package**

---

**Please forward resume, cover letter and a list of three professional references by Friday, August 30, 2019 to:**

Gloria Razo, MSW  
Staff Development Manager | Human Resources  
Erie Neighborhood House  
1701 W. Superior Chicago, IL 60622

Email: [resumes@eriehouse.org](mailto:resumes@eriehouse.org)

NO TELEPHONE CALLS PLEASE!

ERIE NEIGHBORHOOD HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER  
ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION  
RECOGNIZED BY DEPARTMENT OF JUSTICE;  
UNITED WAY MEMBER