



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

## Job Announcement

### POSITION DESCRIPTION

POSITION TITLE: Lead Teacher	DEPARTMENT: Head Start LOCATION: Varies
Classification: Non-Exempt	REPORTS TO: Center Director

#### **PURPOSE:**

The Lead Teacher is responsible for developing all educational activities in the classroom; provide a comprehensive curriculum of various materials, activities and experiences that support a broad range of learning styles, needs and cultural interest. Instruct children in activities designed to promote social, physical, and intellectual growth.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Head Start policies and procedures and the DCFS regulations.
- Ability to work as a cooperative and supportive team member.
- Excellent basic math, verbal, and written skills.
- Reliable transportation; if driving, a valid driver's license, car, & liability insurance.
- Ability to meet the punctuality and attendance guidelines.
- Current physical and Tuberculosis Screening
- Organizational skills and basic computer skills needed.
- Bi-lingual preferred, whenever possible.

#### **PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl, bend, lift, push and pull. Must be able to lift up to 50 pounds.

#### **EDUCATION AND EXPERIENCE REQUIREMENT:**

- Associate's Degree in Child Development or Early Childhood Education or;
- Bachelor's Degree in Child Development or Early Childhood Education or;
- Associate's Degree in a related field with six (6) credit hours in courses related directly to child development from birth to age six (6) or;
- Bachelor's Degree in a related field with six (6) credit hours in courses related directly to child development from birth to age six (6).

**For more information on this position contact:**  
**Theresa Barnes, Human Resource Coordinator, (847) 249-4330 ext. 3317**  
**Email resumes to: [theresa.barnes@caplakecounty.org](mailto:theresa.barnes@caplakecounty.org)**

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