

LEAD TEACHER JOB DEFINED AND ANNOUNCEMENT



JOB TITLE: ECEAP LEAD TEACHER

Organization: YES for Early Success

Position Type: Full-time

Reports To: HR and Regional Director

Position Overview

The ECEAP Lead Teacher at YES for Early Success is responsible for implementing high- quality early learning experiences in line with ECEAP and YES for Early Success performance standards. This role requires a commitment to child-centered teaching, thorough documentation, strong family partnerships, and collaboration with Family Support Staff and Regional Directors. The Lead Teacher will utilize the Creative Curriculum and Teaching Strategies GOLD to foster a learning environment that supports each child's development across all domains, with an emphasis on social, emotional, and academic growth.

Key Responsibilities

1. CURRICULUM AND INSTRUCTION

- Implement the Creative Curriculum for Preschool and assess progress through Teaching Strategies GOLD.
- Submit weekly lesson plans by Fridays and ensure daily classroom schedules are posted.
- Use a variety of developmentally appropriate strategies to support learning goals and facilitate engagement.
- Conduct small group activities with ongoing assessments to meet documentation requirements.

2. DOCUMENTATION AND COMPLIANCE

- Submit a minimum of four pieces of documentation per child per week in Teaching Strategies GOLD, covering all developmental domains.
- Complete and submit required DCYF screenings, assessments, and rescreens within designated timeframes (e.g., Home Language Survey, 45-Day Developmental Screenings).
- Ensure accuracy and completion of child and family enrollment documentation in compliance with ECEAP standards.

3. FAMILY ENGAGEMENT AND SUPPORT

- Partner with Family Support Staff to coordinate family engagement events, including orientation and monthly family meetings.
- Provide families with information on resources and collaborate on addressing family needs, documenting any relevant family changes (e.g., employment, health).
- Conduct quarterly parent-teacher conferences to discuss children's progress and set individual goals, incorporating any IFSP or IEP objectives.

LEAD TEACHER JOB DEFINED AND ANNOUNCEMENT



JOB TITLE: ECEAP LEAD TEACHER

4. COLLABORATION AND COMMUNICATION

- Participate in weekly check-ins with the Regional Director to review student attendance, documentation status, family communications, and upcoming curriculum plans.
- Coordinate with Family Support Staff to ensure family support and engagement strategies are effectively implemented.
- Support Regional Directors in facilitating the Regional Parent Policy Council by encouraging family participation and communicating council updates to families.

5. ATTENDANCE AND REPORTING

- Take attendance and meal counts at each meal and snack to ensure accurate daily records.
- Complete and submit monthly reports detailing program activities, family engagement, and child progress.
- Provide student attendance updates and enrollment information to the Regional Director each week.

6. PROFESSIONAL DEVELOPMENT

- Participate in First Day Learning cohorts for ongoing STARS credits and professional growth.
- Complete DCYF-required trainings, including Recruitment, Eligibility, and Enrollment, and update qualifications in the MERIT system.
- Attend YES for Early Success Co-Op Board Meetings and engage with other ECEAP staff for collaborative professional growth.

Qualifications

- Associate's degree or higher in Early Childhood Education or a related field (Bachelor's preferred).
- At least two years of experience in early childhood education, preferably within an ECEAP or Head Start program.
- Proficiency with Teaching Strategies GOLD, Creative Curriculum, and technology for online documentation and communication.
- Strong interpersonal skills, with the ability to work closely with families and community partners.
- Knowledge of ECEAP standards, early childhood developmental domains, and DCYF compliance requirements.

Skills and Competencies

- **Organizational Skills:** Ability to maintain accurate records and documentation for each child.
- **Communication:** Excellent verbal and written communication skills for parent and staff engagement.
- **Teamwork:** Demonstrated ability to collaborate effectively with Family Support Staff, Regional Directors, and other educators.
- **Adaptability:** Ability to respond to diverse family needs and adapt instruction to meet individual child goals. Problem-Solving: Proactive in identifying and addressing challenges in the classroom or with family dynamics.

LEAD TEACHER JOB DEFINED AND ANNOUNCEMENT



JOB TITLE: ECEAP LEAD TEACHER

Working Conditions This role involves regular interactions with young children, families, and staff in a classroom environment. It may also require occasional attendance at family engagement events outside regular hours. Lead Teachers will work closely with Regional Directors and may have ongoing virtual or in-person mentoring sessions.

To Apply

Interested candidates should submit their application, along with a cover letter and resume, to office@yesforearlysuccess.org.

LEAD TEACHER JOB DEFINED AND ANNOUNCEMENT



JOB TITLE: ECEAP LEAD TEACHER

ECEAP LEAD TEACHER TASKS

Curriculum and Instruction

- Implement the Creative Curriculum for Preschool to support child development.
- Submit weekly lesson plans every Friday and ensure classroom schedules are posted daily.
- Facilitate small group activities and ongoing assessments using Teaching Strategies GOLD.
- Adapt teaching strategies to meet diverse learning needs and engage children in meaningful activities.

Documentation and Compliance

- Submit at least four pieces of documentation per child per week in Teaching Strategies GOLD across all developmental areas.
- Complete required DCYF screenings, assessments, and rescreens (e.g., Home Language Survey, 45-Day Developmental Screenings).
- Maintain accurate and complete enrollment documentation for compliance with ECEAP standards.

Family Engagement and Support

- Collaborate with Family Support Staff to plan and execute family engagement events, including orientations and monthly meetings.
- Communicate and document relevant family updates, such as changes in employment, health, or family structure.
- Conduct quarterly parent-teacher conferences to discuss child progress and set individual goals with families, integrating IFSP or IEP objectives as needed.

Collaboration and Communication

- Participate in weekly check-ins with the Regional Director to discuss student attendance, documentation, family interactions, and curriculum updates.
- Coordinate with Family Support Staff on strategies for supporting families and documenting needs.
- Promote and support family involvement in the Regional Parent Policy Council by encouraging participation and updating families on council activities.

Attendance and Reporting

- Record daily attendance and meal counts for each meal and snack.
- Complete and submit monthly reports detailing program activities, family engagement, and child progress.
- Update the Regional Director on student attendance and enrollment status each week.

LEAD TEACHER JOB DEFINED AND ANNOUNCEMENT



JOB TITLE: ECEAP LEAD TEACHER

ECEAP LEAD TEACHER TASKS

Professional Development

- Participate in First Day Learning cohorts for STARS credits and professional development.
- Complete DCYF-required trainings, such as Recruitment, Eligibility, and Enrollment, and keep qualifications up-to-date in MERIT.
- Attend YES for Early Success Co-Op Board Meetings and collaborate with other ECEAP staff.

The Key Performance Indicators (KPIs) for the ECEAP Lead Teacher role at YES for Early Success could be structured around the position's core responsibilities. Here are some effective KPIs for evaluating performance in this role:

ECEAP Lead Teacher KPIs

1. CURRICULUM IMPLEMENTATION AND INSTRUCTIONAL QUALITY

- **Weekly Curriculum Submission Rate:** Percentage of lesson plans submitted on time each Friday in Teaching Strategies GOLD.
- **Small Group Assessments Completion:** Number of small group assessments completed weekly, with a target of daily assessments for each activity.
- **Classroom Engagement Quality:** Quality score or feedback from observations (by Family Support Staff or Regional Director) assessing engagement and instructional alignment with Creative Curriculum standards.

2. DOCUMENTATION AND COMPLIANCE

- **Weekly Documentation Per Child:** Number of documentation entries in Teaching Strategies GOLD, with a target of 4 pieces per child per week.
- **Timely Completion of DCYF Screenings and Rescreens:** Percentage of developmental screenings and Home Language Surveys completed within the required 45-day and rescreening timelines.
- **Audit Compliance:** Percentage of completed and accurate documentation for DCYF audits, with a target of zero compliance flags.

3. FAMILY ENGAGEMENT AND SUPPORT

- **Quarterly Parent-Teacher Conference Completion Rate:** Number of completed conferences per family per quarter, ensuring goal-setting and updates are communicated to families.
- **Family Resource Requests:** Responsiveness to family resource needs, measured by the percentage of requests met or followed up on with Family Support Staff.
- **Parent Policy Council Participation:** Rate of family attendance or participation in Regional Parent Policy Council meetings.

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4. ATTENDANCE AND REPORTING

- **Daily Attendance and Meal Count Accuracy:** Accuracy of daily attendance and meal counts reported, with a target of 100% error-free submissions.
- **Monthly Report Submission Rate:** Percentage of monthly reports submitted on time and completed accurately.
- **Student Enrollment Stability:** Consistency in fully enrolled class rosters, with minimal disruptions in enrollment.

5. COLLABORATION AND COMMUNICATION

- **Weekly Check-in Completion with Regional Director:** Rate of consistent weekly check-ins with the Regional Director, reporting on student attendance, family engagement, and curriculum.
- **Documentation of Family Changes:** Rate of timely documentation for family updates or changes, such as marital status or employment, impacting ECEAP eligibility.

6. PROFESSIONAL DEVELOPMENT AND COMPLIANCE

- **STARS Credit Completion:** Percentage of required STARS credits completed by year-end, with participation in First Day Learning cohorts.
- **Completion of DCYF-Required Trainings:** Rate of compliance with required trainings (e.g., MERIT updates, Recruitment and Enrollment training).
- **Audit Feedback:** Score or feedback from internal audits, with minimal corrective actions needed on compliance checks.

These KPIs would help ensure that the Lead Teacher is meeting both ECEAP and YES for Early Success standards, focusing on timely documentation, instructional quality, family engagement, and compliance with program requirements.

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Location: Statewide – Pierce County

Hourly Rate: \$22.00 - \$29.00 per hour

Benefits: Full benefits package, including medical, dental, vision, and paid time off

Are you passionate about early childhood education and committed to making a difference in marginalized communities? YES for Early Success, a part of a transformative statewide initiative, is looking for dedicated and collaborative ECEAP Lead Teachers to join our team! We are driven by a mission to uplift children, support families, and foster equity through high-quality early learning experiences.

As an ECEAP Lead Teacher, you'll play an essential role in preparing young learners for success. Working with YES for Early Success means being part of a supportive, mission-driven organization that goes above and beyond to support children and families. You'll have the opportunity to build lasting relationships, create a nurturing learning environment, and work collaboratively with a statewide team of educators dedicated to equity and quality in early childhood education.

What You'll Do:

- Implement the Creative Curriculum and assess children's progress through Teaching Strategies GOLD
- Collaborate with Family Support Staff and Regional Directors to engage families and address community needs
- Foster a classroom environment that reflects the diversity of our communities, creating a safe, inclusive space for all children
- Engage in professional development opportunities, including earning STARS credits, to enhance your skills and support quality improvement

Why Work with Us?

- **Competitive Pay:** Earn \$22.00 - \$29.00 per hour based on experience.
- **Full Benefits:** Comprehensive medical, dental, vision coverage, and paid time off.
- **Community Impact:** Help create pathways to success for children and families from marginalized communities.
- **Collaborative Environment:** Be part of a supportive team committed to equity and empowerment in early childhood education.
- **Professional Growth:** Access ongoing mentorship, training, and opportunities for career advancement.

Who We're Looking For:

- Passionate educators with an Associate's degree or higher in Early Childhood Education or a related field (Bachelor's preferred)
- Individuals with experience in early childhood education who are committed to fostering inclusive, developmentally appropriate learning environments
- Teachers who embrace collaboration, value diversity, and are dedicated to supporting marginalized communities

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If you're ready to make a meaningful impact and bring joy to young learners, we want to hear from you! Apply Today! If you are interested, please submit your resume to office@yesforearlysuccess.org. Join YES for Early Success and be part of a statewide movement to build a brighter future for all children.

YES for Early Success is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.