

**Watauga County Children's Council**  
**DUAL School Lead Teacher**  
**Job Description**

<b>Job Title: DUAL School Lead Teacher</b>	<b>Reports to: Early Care &amp; Education Director</b>
<b>Department/Activity: Early Care and Education</b>	<b>Classification: Exempt</b>
<b>Supervises: Assistant Teacher/Interns</b>	<b>Number of hours per Week: 27</b>
<b>Salary: 17.50 Hourly</b>	
<b>Objective:</b>	
<p>The DUAL School lead teacher is responsible for anything pertaining to the everyday function of the DUAL School classroom. The DUAL School Lead Teacher is expected to implement developmentally appropriate practices when working with children and families. The DUAL School Lead Teacher coordinates yearly enrollment, classroom volunteers/ internships, family events and fundraising events. The DUAL Lead Teacher collaborates with fellow CCWCI staff in order to connect DUAL families with other CCWCI resources.</p> <p>The overall objective/ mission of the DUAL School Lead Teacher is to create an inclusive, developmentally appropriate classroom environment for all families and children enrolled in the program.</p>	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>● Weekly lesson planning aligned with Teaching Strategies &amp; NCFELD (submitted to supervisor weekly).</li> <li>● Daily cleaning of DUAL School space/ CCWCI areas children use (bathrooms, hallways, etc.).</li> <li>● Preparing/renting/buying any materials used in the classroom space.</li> <li>● Leading the classroom, including any volunteers/interns, through the daily schedule.</li> <li>● Continual assessment of DUAL School students using Teaching Strategies GOLD assessment tool.</li> <li>● Active and attentive communication with DUAL School parents.</li> <li>● Organize outreach and recruitment for student enrollment</li> <li>● Intake/ review all new applications</li> <li>● Collaborate with different community organizations (Manos Latinos Unidos, Immigrant Justice Committee, etc.)</li> <li>● Coordinate volunteers/interns to work in the classroom or at fundraisers.</li> <li>● Coordinate/ implement any fundraising events pertaining to DUAL School</li> <li>● Participate in ongoing professional development training(s) offered by CCWCI or external source.</li> <li>● Update data tracking tool on a monthly basis.</li> <li>● Create monthly tuition invoices for DUAL parents</li> <li>● Meet biannually with parents (parent teacher conferences).</li> <li>● Collaborate with fellow CCWCI staff in order to refer DUAL parents to additional resources in the agency/ county.</li> </ul>	
<b>Requirements:</b>	
<b>Education/Experience:</b>	
<ul style="list-style-type: none"> <li>• Personal commitment to strength-based, family/ child-centered practice</li> <li>• B.A. degree in Child Development or Child Development: B - K preferred; or related degree</li> <li>● Demonstrates ability to plan, coordinate, organize a classroom.</li> <li>● Demonstrates ability to interact with children in a developmentally appropriate manner as well as comfortably interact with / support families.</li> <li>● Exceptional interpersonal, verbal, and collaboration skills.</li> <li>● Bilingual (Spanish/English) preferred but optional.</li> </ul>	
<p>The above job description includes, but is not limited to, the above information. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the responsibilities listed, and that my performance of these responsibilities will be included in my performance evaluation.</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>	