



**Position Description**  
**Position Title: Lead Teacher**

**Reports To:** Executive Director and School Programs Director  
**FLSA Status:** Exempt

Reporting to the Executive Director and School Programs Director, the lead teacher is responsible for maintaining excellence in the classroom environment, with its students and staff; and maintain a professional relationship with parents.

**Responsibilities:**

- Planning and maintaining an organized and orderly Hawaiian culture based environment that is responsive to the needs of the students.
- Maintain and create materials that support the classroom curriculum.
- Debrief with the teacher assistant on a daily basis.
- Daily upkeep of anecdotal notes to monitor development of each child.
- Planning and implementing Hawaiian based curriculum.
- Planning and implementing Hawaiian values, culture and language.
- Planning and implementing Kūlaniākea method, philosophy and materials.
- Completion of all student progress reports; 6 week new student conferences mid-year conferences, year-end conference reports.
- Complete all Teacher and student Reference Reports as required by parent(s) for children testing out to other schools.
- Maintain regular communication with parents regarding classroom curriculum, activities, projects, excursions, volunteer hours etc. via emails, newsletters, calendars, flyers, memos etc.
- Provide and model appropriate and acceptable behavior for staff and students.
- Responsible for overall classroom supervision; provide assistants with direction, training and delegation in working with students.
- Communicate clear and accurate information, guidance and instruction.
- Delegate responsibilities on a timely and consistent basis with appropriate follow-through.
- Complete bi-annual evaluation of assistants.
- Training and orientation of assistants.
- Conduct weekly team meetings.
- Keep assistants accountable to their job description.
- Debrief with assistants on a daily basis.
- Provide accurate and timely communication to administration for all planned classroom activities not scheduled on the school calendar.
- Demonstrate and role model responsible, appropriate relationships between assistants, parents and children. Remember, the Lead Teacher sets the tone and climate for a peaceful and nurturing environment built around positive and pleasant interactions.
- Attend all School events, fundraisers and retreats as deemed by the Employee Handbook, to include organizational assistance of said events and fundraisers when asked.
- Know the appropriate procedures in processing documents.
- Keep abreast of current educational trends through University courses, workshops, seminars and reading materials.

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- Professional attitude (pleasant, refrain from gossiping etc.), use discretion at all times.
- Confidentiality regarding families, students and staff apply to everyone unless you are seeking counsel and advise from a colleague or School Administration.
- Attend 2 professional workshops/seminars per year.
- Attend all school functions after school hours as indicated on School Calendar or as directed by School Director.

**Physical Demands:**

- Ability to lift and/or move up to 50 pounds occasionally and 25 pounds regularly.
- Ability to stand and move about for extended periods with only brief periods of sitting.
- Ability to perform other physical duties as required to accommodate position.

**Qualifications:**

- Post-secondary credential in child development associate program CDA, or associate of arts degree and certificate in early childhood education and six months experience working in an early childhood program, or
- Two years (sixty credits) of post-secondary education plus six months working in an early childhood program and nine credits-semester equivalent approved child development or early childhood training courses.
- Fluent in Hawaiian language preferred but not required upon hiring. However, once hired the teacher must take Hawaiian language classes leading to fluency.