Job Title: Krayola Learning Academy, Lead Teacher, Covington

Business/Location: Krayola Learning Academy, Covington

Requirements: High School diploma or GED, at least 2 years or more of childcare experience, CDA highly preferred or academic courses in child development or early childhood education

Responsible for daily planning, management and supervision of the children and classroom. Ensure all parent, child, and classroom staff concerns are appropriately addressed.

Primary Duties and Responsibilities:
- Develops, plans, and prepares weekly lessons and activities for classroom
- Monitor and interact with children at all times
- Redirect children as needed
- Organize and maintain classroom to ensure clean and safe environment at all times
- Completes all center/classroom paperwork (daily reports, student incident reports, calendars, and attendance record).
- Attend and participate in staff meetings, center events and parent meetings
- Ensure that all classroom and outdoor equipment is in good working condition and is used properly and reports any problems to Director.
- Communicates appropriate information to parents.
- Responsible for obtaining continuing education hours
- Other duties as assigned

Contact Information: Melissa Taber (901) 921-7747

Send Resume to: krayolainc@bellsouth.net

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dssc.edu. Check out the DSCC Career Counseling webpage. Upload your resume to: www.jobs4tn.gov.