



## **Lead Teacher || Job Description**

### **About Lilian Prep**

Lilian Prep Early Education Academy is a nonprofit preschool committed to providing an inclusive, and high-quality early learning environment for children ages 2.9–5 YRS. Our program is grounded in play-based learning and a thoughtfully designed curriculum that supports each child’s unique developmental stage, learning style, and social-emotional growth.

### **Position Summary**

The Lead Teacher is responsible for planning and implementing a developmentally appropriate, play-based curriculum while maintaining a warm, safe, and engaging classroom environment. This role works closely with Assistant Teachers and Administration to ensure high-quality programming aligned with Massachusetts EEC regulations and Lilian Prep’s mission.

### **Key Responsibilities**

- Plan and implement a daily curriculum aligned with Lilian Prep’s multi-curriculum approach (Montessori, Reggio Emilia, and Creative Curriculum)
- Maintain responsibility for classroom management, supervision, and safety
- Observe, assess, and document children’s development and progress year round
- Foster positive relationships and build an ongoing communication with all families
- Support children’s social-emotional development using positive guidance strategies
- Work and collaborate with Assistant Teachers and Float staff during the day
- Participate in staff meetings, PD, ongoing training and end of year evaluations
- Contribute to a collaborative, supportive, and mission-driven team culture
- Ensure compliance with EEC regulations, follow all health and safety policies, and program procedures at all times.

### **Required Qualifications**

- Minimum Of Bachelor’s degree (BA or BS) in Early Childhood Education, Psychology, Education, or a closely related field.
- 1–2 years of experience working in an early childhood classroom setting, preferably with preschool-aged children (2.9 years and up) and/or 2+ years of professional experience working directly with young children in educational, childcare, or youth-focused settings.
- Must meet Massachusetts Department of EEC Lead Teacher Certification Requirements
- Successful completion of EEC Background Record Check (BRC) and Fingerprints

- Valid CPR and First Aid Certification (In Person)
- Must be able to lift 25-30 lbs.

### **Skills & Competencies**

- Strong understanding of children needs and developmentally appropriate practice
- Excellent communication and interpersonal skills
- Ability to multitask, manage classroom day to day routines
- Strong teamwork and collaboration skills
- Organized, dependable, and able to take initiative.
- Passion for inclusive, child-centered, and high-quality early education
- Preferred experience in working in urban settings

### **Compensation & Program Philosophy**

Compensation at Lilian Prep reflects our nonprofit mission, location, and commitment to high quality early education. Our salary structure is designed to support skilled educators, intentional curriculum planning, and developmentally responsive teaching practices that honor each child's unique way of learning. We offer other benefits such as health insurance, dental care, overtime pay for extended after-hours meetings and/or PD training, PTO, along with personal/ sick days. We are open year round, but closed on national holidays, winter break, and last week of August

- 40 hours a week
  - 7:30 AM — 4 PM *Early Shift* || 9 AM – 5:30 PM *Late Shift*
- Salary Range: \$42,000 - \$56,000 annually
  - based on qualifications and experience

### **Why Join Lilian Prep**

- Mission-driven nonprofit early education program grounded in equity, inclusion, and child-centered learning
- Small classroom sizes that allow educators to build relaxed meaningful relationships
- Hands-on curriculum design, where educators are encouraged to contribute ideas, adapt lessons, and co-create learning experiences that reflect children's interests and developmental needs
- Professional training and educator development program that supports ongoing learning, reflection, and growth in the classroom and beyond
- Opportunities to work closely with higher education partners, including universities and educator preparation programs, supporting mentorship, and professional pipelines
- Collaborative work with community organizations and service providers