



## Community Recreation Association

400 Main Street • Dalton, MA 01226

413-684-0260 • [daltoncra.org](http://daltoncra.org)   

# CRA JOB OPPORTUNITY – Lead Teacher

**DATE:** June, 2024  
**SUPERVISOR:** Pre-School Director  
**HOURS:** 36-40 hours / Seasonal  
**CLASSIFICATION:** Full Time–Exempt

## GENERAL SUMMARY

The Community Recreation Association, Inc. (CRA) is currently seeking a highly motivated and professional Preschool Lead Teacher for our new classroom which opens in September 2024. This position follows the CBRSD School Calendar, 36-40 hour per week.

## RESPONSIBILITIES

The lead teacher in our preschool is responsible for the overall direction and supervision of a group of children. They will work with the Director to observe and assess children's development, and then plan curriculum, design learning environments, and implement developmentally appropriate activities. They also speak with parents about their observations.

## ESSENTIAL JOB FUNCTIONS:

- Provide feedback to parents: Provide regular or as-needed feedback to parents and guardians.
- Prepare lesson plans: Prepare lesson plans that align with the curriculum and educational standards, and that include fundamental vocabulary, shapes, colors, letters, and numbers.
- Support creativity: Support the children's creativity and learning.
- Provide supervision: Provide supervision during activities and manage classroom assistants and aides.
- Assess development: Assess and evaluate children's academic, social, and emotional development.
- Provide individualized attention: Provide individualized attention and support to children who need extra help.
- Plan activities: Plan and organize classroom activities.
- Keep classroom organized: Keep the classroom neat and organized.
- Provide progress reports: Provide parents with progress reports.
- File incident reports: File incident reports as needed.
- Uphold and promote the values and standards of the CRA.

## QUALIFICATIONS

Various combinations of education and experience qualify an individual for the Lead Teacher position. Please review the teacher qualification through the Office of Early Education and Care (EEC) located at: <https://www.mass.gov/info-details/early-education-care-positions>

**Send your resume and cover letter to:** [tvreeland@daltoncra.org](mailto:tvreeland@daltoncra.org) or  
Community Recreation Association, c/o Taylor Vreeland, Administrative Director,  
400 Main Street, Dalton, MA 01226

*The CRA is an Equal Opportunity Employer*