



Job Title:	Lead Teacher	Job Category:	Preschool / Education
Department/Group:	Early Childhood Education	Position Type:	Part-Time
Location:	The Hub - 19 S. 49 th Ave, 74127	Pay Range:	\$19.00 - \$27.00 / hour
Reports to:	Program Manager – Early Childhood Education	Position Type:	Instructor

About The Common Good:

We collaborate with our Northwest Tulsa neighbors and other partners advocating for the community, creating opportunities through education, physical and mental health, career development, sports and the arts for children, families, and residents of all ages.

Job Description:

The Common Good Preschool is rooted in joyful, relationship-centered learning. Our ethos prioritizes early literacy and rich oral language development, child autonomy and meaningful choice, and nervous system regulation as the foundation for academic growth. We believe children learn best in environments that are predictable, play-based, culturally responsive, and grounded in strong family partnership.

The Lead Teacher for the Early Childhood Education Department owns the 3 – 4-year-old classroom learning environment and delivers high-quality, developmentally appropriate instruction aligned to Oklahoma standards and the program curriculum. This role leads daily classroom routines, intentionally embeds language development and early literacy into daily experiences, supports children in building independence and self-regulation skills, mentors the Assistant Teacher, collaborates with departmental and program staff, partners with families, and ensures compliance with DHS licensing and documentation requirements.

This role is ideal for an educator who values whole-child development, thrives in collaborative environments, and is equally committed to instructional excellence and creating a calm, well-regulated classroom community.

ROLE AND RESPONSIBILITIES

- Plan and lead daily instruction including circle, centers, small groups, outdoor play, meals, rest, and transitions
- Own daily lesson planning and materials preparation aligned to curriculum and developmental goals
- Establish predictable, trauma-informed routines and positive guidance strategies
- Use GOLD and ASQ for screening and progress monitoring
- Differentiate instruction based on child data and developmental needs
- Communicate regularly with families through daily updates and conferences
- Maintain effective working relationships with youth, staff, families, and volunteers
- Mentor and direct the Assistant Teacher
- Assist with registration, attendance tracking, and data entry using Amilia
- Ensure proper use and care of program equipment and facilities
- Maintain Oklahoma DHS compliance including ratios, sanitation, supervision, incident reporting, and safety procedures
- Ensure accurate, audit-ready documentation
- Communicate regularly with supervisor regarding youth engagement, staff support, and program feedback
- Align with expectations laid out in The Common Good Employee Handbook

REQUIRED QUALIFICATIONS

- CDA or Bachelor’s degree in Early Childhood Education or related field (or state-approved equivalent)
- 2+ years experience working with young children ages 2-5 in a classroom, camp, childcare, or after-school setting
- CPR/First Aid and Mandated Reporter certified (or willingness to obtain)
- Ability to pass a background check
- Strong interpersonal and communication skills
- Skilled in managing multiple tasks and priorities in a fast-paced environment
- Commitment to creating a welcoming, safe, and inclusive environment
- Ability to work evenings and weekends as required to support programming
- Capable of lifting and carrying up to 50 lbs. as needed

RECOMMENDED QUALIFICATIONS

- Comfort with play-based, trauma-informed, or community-based early learning environments
- Experience with GOLD, ASQ, MTSS, or PBIS
- Familiarity with Amilia or similar registration systems
- Bilingual (English/Spanish) a plus

ADDITIONAL NOTES

This role includes a 90-day probationary period, during which performance, reliability, and program fit will be evaluated. At the conclusion of the probationary period, the role may be reevaluated and may be eligible for assignment into another Early Childhood Program role based on program needs and individual performance, including:

- ECE Program Staff
- Assistant Teacher
- Program Coordinator
- Interventionist

Advancement is not guaranteed and is contingent on demonstrated performance, program readiness, and organizational approval.

This job description is intended to provide a general overview of the responsibilities and qualifications for the Early Childhood Lead Teacher position. Your responsibilities may extend beyond these duties and are not limited to them; supervisors may assign other tasks or responsibilities as deemed necessary.

The Program Manager of Early Childhood Education will establish your schedule, including any additional hours worked outside of the Early Childhood department. To apply, please go online to <https://forms.gle/XtHAI5yb9W8pPZMu7>