

JOB DESCRIPTION

TITLE: Preschool Lead Teacher

REPORTS TO: Preschool Director

POSITION DESCRIPTION: Part-time. The Preschool Lead Teacher is responsible for the academic, social-emotional and spiritual growth and development of all children in his/her care, which may include toddlers and/or preschool age children. (S)he develops partnerships with center families to engage and encourage parent participation in and understanding of the St. Andrew's United Methodist Church Beginnings Preschool program. The Lead Teacher is also responsible for assuring compliance with standards and regulations of Nebraska DHHS and other local governing contracting agencies, and working cooperatively with other staff members of Beginnings Preschool and St. Andrew's United Methodist Church.

AREAS OF RESPONSIBILITY

- Classroom Management
 - Provide appropriate adult supervision for all children at all times
 - Ensure a safe and healthy environment at all times by monitoring child areas for hazards or sanitation problems and correcting problems immediately or removing children from the hazard until it can be corrected
 - Provide experiences and teaching to help children develop and practice good health/safety habits, grace/courtesy skills, and faith-building life skills
- Curriculum Management
 - Provide an appropriate, stimulating, and cognitively challenging classroom environment that encourages exploration and experimentation for children of varying ability levels
 - Develop and follow a daily schedule that incorporates good early childhood practices and accommodates center needs for shared-use areas
 - Plan and execute appropriate learning experiences – indoors and outside – in accordance with the curriculum provided
 - Modify curriculum and activities to meet the changing needs of students, as identified by evaluation and assessment tools
- Communication
 - Develop a cooperative working relationship with families by frequent communication via phone, email, written notes, and/or personal conversations
 - Conduct formal family conferences to discuss student progress and development, scheduled in accordance with the published school calendar
 - Work and communicate cooperatively with other staff members to ensure the smooth operation of the center

- Record Keeping
 - Evaluate and assess individual student progress – according to prescribed center timelines – using curriculum tools and anecdotal notes
 - Maintain a portfolio of work for each child that documents growth across curricular and interpersonal skill areas
 - Maintain accurate and timely records of accidents, illnesses, medication, attendance, observations, assessments, and family conferences
- Professional Development
 - Meet all regulatory requirements, including annual professional development training, safety skills, etc.
 - Attend staff meetings and parent enrichment events, as scheduled
- Other duties/tasks
 - Assist in maintaining center appearance, internally and externally
 - Work cooperatively with other staff to maintain common supply areas in a neat and orderly fashion, notifying the Director of materials that need to be ordered or reordered
 - Notify the Director as soon as possible in the case of absence or lateness
 - Prepare a folder of activities and information to be used by a substitute in case of absence

SKILLS/KNOWLEDGE/ABILITIES:

- A personal relationship with Jesus Christ and a willingness to grow spiritually
- The ability to communicate the vision of St. Andrew's Beginnings Preschool
- A strong background and desire to work with young children, as evidenced through work experience and/or formal education
- Effective classroom management skills to develop and maintain a classroom environment that is caring, safe, and productive
- An ability to utilize the prescribed curriculum materials to meet the learning needs of students and to appropriately adjust curriculum/materials based on thematic units, classroom observations, and student progress
- An ability to effectively manage/direct classroom support staff and volunteers, to ensure that student needs are being met
- A caring demeanor and professional attitude and appearance at all times while working with children, fellow staff members, and parents/families
- Ability to physically interact with children, including bending, kneeling, sitting on the floor, lifting, climbing and walking
- Strong time management and record-keeping skills
- Reliability and punctuality