

JOB DESCRIPTION

TITLE: Preschool Lead Teacher (Substitute)

REPORTS TO: Preschool Director

POSITION DESCRIPTION: Part-time/on call. 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. 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
 - Follow the daily schedule – provided by the regular classroom teacher – as it relates to classroom activities and learning goals
 - Modify planned curriculum activities and lessons, as appropriate
- Communication
 - Communicate appropriately with student families about their time in the classroom on the day that you are present with them
 - 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 accurate and timely records of accidents, illnesses, medication, and attendance
 - At the end of your day of teaching, provide a summary of your time in the classroom for reference by the regular classroom teacher

- Other duties/tasks
 - Assist in maintaining center appearance, internally and externally
 - Notify the Director as soon as possible in the case of absence or lateness

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
- 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