

**LEAD TEACHER
JOB DESCRIPTION**

REPORTS TO: School Director

WORKS WITH: School Director, staff, students, and families.

KEY ROLE: The Lead Teacher is responsible for their classroom. This includes curriculum, classroom management, communication, and giving direction to their Assistant Teacher. You are in charge of your class. A Lead Teacher is also responsible for planning and implementing a program to teach young children while ensuring their academic and social development and safety. The Lead Teacher will be respectful of students and parents, and ensure that equipment and facilities are clean, safe, and well-maintained.

LEAD TEACHER ROLE IN MINISTRY: As Lead Teacher, this position serves to bring a spirit of excellence to the Eastridge Christian School through the following:

Develop and maintain a developmentally appropriate program for preschool children.

- Model God's unconditional love in respectful, nurturing of each unique child.
- Plan and implement all activities to meet the spiritual, physical, emotional, intellectual, and social needs of the children.
- Use effective teaching techniques, materials, and educational experiences to support instruction within curriculum guidelines.
- Plan and prepare daily lessons and activities according to curriculum guidelines.
- Develop culturally appropriate programs and activities.
- Work closely with teacher assistant for classroom management, class rules, discipline, and expectations for each child.
- Be familiar with emergency procedures.
- Clearly and effectively communicate in a manner that children understand.
- Detect signs of illness, injury, suspected or disclosed signs of child abuse, emotional disturbance, learning disorder, speech problem, or other special need and report these signs immediately to the Director for needed follow-up.
- Integrate special needs children in a positive and respectful manner.

The Classroom Environment

- Provide an atmosphere of Christian love, care and concern as well as an environment of respect and rapport.
- Provide a safe, secure, and healthy environment for children.
- Create an atmosphere that encourages self-control, good listening, proper safety habits, good manners, and social interactions.
- Provide a developmentally appropriate curriculum which includes a variety of hands on experiences and activities for children including songs, games, and storytelling.
- Provide positive guidance.
- Ensure children are supervised at all times.
- Provide an environment that helps build children's self-esteem.

- Responsible for monthly newsletter, calendar, class website, end of year memory books, assessments, and communication with parents.
- Manages student behavior and implement positive discipline.
- Ensures class is clean and organized and safe at all times.
- Establishes routines and provides positive guidance.

Teamwork:

- Take initiative and assume your fair share of the work.
- Establish and maintain professional relationships of respect with co-workers and Administration
- Share and take ideas with co-workers
- Communicate respectfully to resolve conflicts/avoid gossip
- Assume additional school responsibilities as needed such as cleaning, organizing, working Lunch Bunch or working in other classrooms, etc.
- Do not discuss salaries (this is confidential and could result in disciplinary action)

Interaction among staff, children, and families:

- Interact respectfully and kindly with all staff, children, and families. Always be kind and speak in a friendly tone.
- Be flexible and supportive of new children and their families that are transitioning in your class.
- Practice Positive Discipline Procedures with e children in your class.
- Model appropriate behavior.
- Understand feelings of the children and families.
- Be responsive to children's needs and requests.
- Help orient new staff to classroom routines, schedules, curriculum practices and children and families.
- Acknowledge all families in the school (whether they are in your classroom or in the hallway)
- Share experiences that the child had in your care.
- Always respond to parents with respect, interest and sensitivity.
- Be confidential about family person issues.

Professional Responsibilities

- Discuss children's development with parents.
- Protect families by keeping personal information confidential.
- Keeps parents informed of program expectations, activities, and their child's progress.
- Be professional in all interactions with parents, students, and staff.
- Provide monthly calendars/lessons for parents so that they are informed of classroom activities, field trips, etc.
- Give clear directions to assistant teacher.
- Be available to attend required meetings and events such as staff meetings, Meet-the-Teacher Day, Kindergarten Parent Curriculum Night, End of Year Clean Up Day and the Christmas Program.
- Support and promote all school activities.
- Schedule parent volunteers in the classroom.
- Attend at least 10 hours of Professional Training each year.

Staff Paid Time Expectations

- All Preschool Lead Teachers are paid hourly.
- Clock in 1/2 hour before your class session starts and clock out 1/2 hour after class.
- Lead Teachers receive 1 hour of paid prep time for each day they work in a week. This is averaged over the school year
- Each Lead Teacher receives 6 hours of paid time to set up their classroom and 6 hours of paid time for clean up at the end of the year. The director will add this time to your time sheet so you do not need to clock on or out.
- All staff are paid for any time the director requires you to work at an event, attend a staff meeting, or parent conferences.

Education and Personal Requirements:

- Strong and growing personal commitment to Jesus Christ.
- A love for working with children.
- Must attend church regularly and be active in church ministry.
- Must be at least 21 years old
- At least 2 years experience as a Lead Teacher in an Early Childhood Program
- CDA, or AA in ECE or
- Experience in Elementary Education, or
- STARS/Merit Program Certification (State Training and Registry Systems)
- CPR and First Aide Trained.
- Able to pass background check