



PRESCHOOL LEAD TEACHERS JOB DESCRIPTION

General

- Understand and implement requirements for Child Care licensing and the Department of Education.
- Always be on time and with a positive attitude.
- Build good communication with other staff to create a professional atmosphere.
- Establish and maintain effective communication with parents.
- Attend staff meetings and in-service training as required, a total of eighteen (18) hours, (24) for new staff. Must be trained in areas of Emergency Preparedness, Personal Safety and Sexual Abuse. CPR and First Aid training is mandatory upon hiring.
- Be an advocate for each child in your care in referring/securing services provided by various childcare agencies.

Supervision

- Always assure the welfare, health and safety of the children.
- Maintain constant supervision of children. Children cannot be left unattended at any time.
- Create a lunch/snack supervision plan and post in the classroom.

Classroom and Materials

- Create an educationally stimulating environment.
- Organize and maintain classroom activity areas, materials and supplies.
- Keep the directors advised of equipment and materials that need to be repaired or replaced.
- Be responsible for the care, cleanliness and attractiveness of your room.
- Be responsible for the care of the church building and equipment used both indoors and outdoors.
- Make the most constructive use of resources available.

Planning

- Plan and execute an educational program of age-appropriate activities for children in your care.
- Identify each child's individual capabilities and needs.
- Create a positive learning environment.
- Maintain a lesson plan daily.
- Keep directors informed of any classroom problems or change in schedules (playground, music, end of the year parties, or any other activities).
- Inform directors of any outside activities to be placed on the calendar.

Record Keeping

- Take daily attendance.
- Check Brightwheel every day after arrival and dismissal to be sure students have been signed in and out.
- Keep all required reports pertaining to your group and update records as the year progresses (immunizations, new addresses, change in emergency information, etc.)

SCHEDULE

- All teachers should arrive at school before 8:30 AM so that you will be prepared to greet the first child who arrives. Please be considerate of your teammate by being on time!
- School hours are as follows for staff: 8:30-2:15 or 8:30-12:15.
- Floater and extended care schedules vary depending on need and request by Directors.