



Job Description-Lead Teacher Preschool

Education/Experience Requirements:

- High School Diploma
- 6 Months of experience in an early childhood program or related fields
- 16 hours of pre-service training
- Must be willing to obtain 24-48 hours (based on experience) of training necessary to develop consistent, stable and supportive relationship with young children.

Job Requirements:

- Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities.
- Relate to children with courtesy, respect, acceptance, and patience.
- Recognize and respect the uniqueness and potential of all children, their families, and their cultures.
- Ensure that no child is abused, neglected or exploited while in the care of Faith Academy.
- Report suspected abuse, neglect, and exploitation to the Director and CPS.
- Conduct and document developmental screenings and assessments of children.
- Maintain effective working relationships with children, parents, and staff.
- Demonstrate full range of motion. Teachers are required to participate in floor time with their students on a daily basis. Employees must be able to get up and down off the floor several times a day to interact with the students. This includes bending, stretches, jumping, and dancing with students as called for in curriculum and free time.
- Be able to lift at least 50 lbs. at least 20 times a day
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements.

Nature of Work:

- Hours of work and schedule are determined on a weekly basis, based upon program needs and availability of funds.
- Work involves providing comprehensive childcare services for preschool children in an Early Childhood setting.
- The Preschool teacher will be expected to provide continuity of care for the children in her/his care by sharing information with other caregivers.
- Supervision/evaluation of the preschool lead teacher is provided by the Academy's Director.
- Training for the Preschool Lead Teacher will be provided by the Academy's Director and through training workshops made available by the employer.

Job Duties and Responsibilities:

- Arrive prior to start time to wash hands, use the restroom, and debrief with acting director on site for daily instructions.
- Maintains an open, friendly, and cooperative relationship with each child and family and encourages involvement in the Faith Academy program.
- Promotes parent-child bonding and nurturing parent-child relationships.
- Responds quickly in a soothing and tender manner to children's needs, promoting security and trust.

- Teaches basic skills such as color, shape, number, and letter recognition, personal hygiene, social skills, and encourages moral behavior. Follows curriculum for the group. Adds new and exciting curriculum based on approval.
- Conducts developmental screenings and ongoing assessments of children to determine motor, language, social, cognitive perceptual and emotional skills.
- Maintains a safe, clean, care-giving environment, practices good personal hygiene and hand washing, and assures the well being and safety of all of the children in that environment.
- Maintains a positive, calm attitude and a pleasant soothing voice, and models this attitude and voice for parents and others working or volunteering in the program.
- Maintains a cooperative attitude of working together with other teachers, the center director, parents and volunteers in planning and implementing activities for the program/classroom.
- Utilizes disciplinary measures appropriately as outlined in the Faith Academy's Discipline Policies.
- Protects all children from physical punishment or verbal abuse by anyone in any program activity and immediately reports any such incident to the Academy director or person in charge.
- Know how many and which children are in your care at all times. Ensure tat roll call lists are complete and on person at all times.
- Assists the family by teaching and modeling developmentally appropriate practices for parents in caring for their young children.
- Plans activities for children with special needs, with training and technical assistance from the Director when applicable; implements individual education plans, behavior managements plans, and/or individualized services or activities as outlined for these children.
- Attends all training opportunities (ex: professional meetings, educational conferences, and teacher training workshops) and staff meetings as provided and scheduled.
- Organize, demonstrate and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Identifies children showing signs of emotional, developmental, abuse, or health-related problems, and discuss them with supervisors, parents or guardians and child development specialists.
- Meets with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Teaches proper eating habits while serving meals and snacks in a family style manner.
- Adapts teaching methods and instructional materials to meet students varying needs and interests while allowing time for children to observe, question, and investigate.
- Establishes clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Supervises, evaluates, and plans assignments for teacher assistants and volunteers.
- Selects, stores, orders, issues, and inventories classroom equipment, materials, and supplies.
- Know and comply with Minimum Standards and Faith Academy Policy.
- Performs any other tasks deemed necessary by the Academy's Director. Assist other teachers, assistants, and the Director as needed.



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Receipt and Acknowledgment

ACKNOWLEDGEMENT OF UNDERSTANDING: I have read and understand the information presented in the job description provided above. I understand the duties and responsibilities outlined in this description and agree to abide by them during my employment with Faith Academy. I understand it is my responsibility to act in the best interest of the company.

Employee signature

Date

*Note: please keep a copy of this acknowledgment for your records.