

Position Title: Preschool Lead Teacher
FLSA Status: Non-Exempt
Supervisory: Yes
Reports to Preschool Director

Summary:

Plan and implement a program that promotes the development of the whole child physically, socially, emotionally, cognitively and spiritually. Create and maintain a learning environment that is physically and emotionally conducive to optimum growth and development and meets all safety requirements.

Essential Duties and Responsibilities:

Plan and implement a curriculum that is developmentally appropriate, child initiated and reflects the core values of Floris UMC Preschool.

Create and maintain a learning environment that is physically and emotionally conducive to optimum growth and development and meets all safety requirements.

Enforce and adhere to all safety and health rules including, in some cases, changing diapers, to ensure the safety of each child in the building, on the playground and when offsite at a school-related function. Maintain order in the classroom and playground by following the Child Protection Policy and Procedures of Floris United Methodist Church.

Lead the Assistant Teacher in the implementation of the curriculum; ensure that Assistant Teacher is informed of weekly activities and lesson plans.

Observe individual behaviors of children and inform parents of any significant changes.

Serve as the primary contact to parents to communicate child's developmental progress, as well as any concerns. Communicate to parents on a regular basis the classroom lessons and activities.

Perform other duties as outlined in the Staff Handbook, and as assigned by the Director.

Responsibilities

Following the direction and guidance of the Preschool Director, this position is responsible for:

- Interacting with the children in a nurturing way that conveys loving care and respect.
- Maintaining a safe and calm environment, does not allow rough play, running, or inappropriate use of toys and/or equipment based on set safety standards.
- Observing and monitoring children's play activities, not allowing aggressive physical or verbal behavior (no hitting, pushing, name calling, throwing items, etc).
- Playing with children; this will often mean getting down on the floor to interact with them.
- Assisting in the creation of an environment with appropriate developmental activities and learning about the Christian faith.
- Organizing and storing toys and materials to ensure order in activity areas throughout the day, not just at the end.
- Assisting with the cleaning and organization of the classroom at the end of the session.
- Maintaining complete and accurate attendance records of children.
- Keeping records on incidents/accidents that occur, alerting the Lead Teacher and Preschool Director about the incident and ensuring the parent is notified and signs the acknowledgement form.
- Attending to the personal hygiene of each child in your care, including changing diapers (if working with 2-year-olds) or soiled clothing, restroom visits and washing hands.
- Working cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.

- Maintaining an open, friendly and cooperative relationship with each child's family.
- Demonstrating behavior that is professional, ethical and responsible.
- Performing other duties and responsibilities as assigned by the Preschool Director.

Qualifications:

Bachelor of Arts degree in Early Childhood Education or a Bachelors degree in any field with twelve credit hours in early childhood education or child development, or equivalent experience in a child-related field

Flexible and adaptable to meet the needs of the children and the program.

Current certification in CPR and first aid, Negative tuberculosis screening, and ability to clear criminal background check.

Ability to interact effectively with children and parents, both verbal and written.