

**Position Title: Lead Preschool Teacher**  
**FLSA Status: Non-Exempt**  
**Supervisory: Yes**  
**Reports to Preschool Director**  
**Level: 1**

**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; ensures 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 not allowing 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.
- Performing duties as planned under the leadership of the Lead Teacher.
- 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.

**Preferred 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, an Associate degree in early childhood education or child development, or a Child Development Associate credential.

Current certification in CPR and first aid.

Negative tuberculosis screening.

Experience may be substituted for education.

**Skills and Abilities:**

Must be able to interact effectively with children and parents.

**Physical Requirements:**

Occasionally lifts and/or carries children.

Frequently stoops and bends.

Occasionally reaches and grasps with arms and hands.

Work is performed in a school-type environment where there may be some physical discomforts due to dust, dirt noise and the like.

Occasionally runs or walks quickly in response to situations involving a child's safety or health.

Occasionally moves tables, chairs and other furniture.

**Please Note:**

This job description sets forth the job's principal duties, responsibilities and requirements; it should not be construed as an exhaustive statement, however.

Unless they begin with the word "may," the Essential Duties and Responsibilities described above are "essential functions" of the job, as defined by the Americans with Disabilities Act.