

# JOB DESCRIPTION

FEBRUARY 2018

|                            |                              |
|----------------------------|------------------------------|
| <b>Job Title:</b>          | Early Education Lead Teacher |
| <b>Job Classification:</b> | N/A                          |
| <b>Job Status:</b>         | Regular Full Time            |
| <b>Exempt Status:</b>      | Exempt                       |
| <b>Department:</b>         | Early Education              |
| <b>Department #:</b>       | 650                          |
| <b>Reports To:</b>         | Early Education Director     |

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## **JOB SUMMARY:**

The Preschool Teacher helps students reach the goals and objectives of the Early Education department.

## **ESSENTIAL FUNCTIONS OF THE JOB:**

- The Teacher is under the direct supervision of the Director and is responsible to help in planning and implementing the Early Ed program with the Director.
- The Teacher will be responsible for the supervision of the Associate Teacher working in the classroom. The Lead Teacher is responsible for leading the direction of the classroom and facilitating conversation on areas of improvement as needed.
- Be responsible for the supervision and teaching of the children.
- Implement daily and weekly experiences for the children.
- Present a lesson plan to the Director in writing each Friday by 5:00 p.m. prior to the week it will be in effect.
- Obtain and/or prepare all materials needed to carry out the program.
- Help in planning and preparing the bulletin board on a quarterly basis.
- Prepare the classroom with an environment conducive to learning incorporating data from the DRDP that is developmentally appropriate.
- Lead by example adhering to all the rules set by the Administration team.
- Attend staff meetings, workshops, and conferences. Be punctual at staff meetings, take appropriate notes, complete resulting assignments correctly and on time.
- Participate in activities designed for parents and/or staff, such as parent-teacher conferences, school fellowship meetings, open house, and special programs.
- Responsible for collecting DRDP information from Associated Teacher and preparing all documents for the Parent / Teacher Conferences.
- Give the Director a list of yearly supplies needed at a designated time.

- Meet individually with the Director twice a year for a performance evaluation.
- Prepare for new students prior to their arrival.
- Help coordinate, implement, and participate in field trips and special programs.
- Complete "Incident/Accident Report" form in cases of student injury. Administer first aid.
- Set up a conference time with Director in cases of staff difficulties.
- Process a minimum of two field trips per school year.
- Be responsible for any other duties assigned by the Director.
- Complete student daily report.
- Overseeing all special events ensuring all families get the appropriate paperwork in a timely manner as determined by the office.

#### **PROCEDURES:**

- Hours of duty are on an assigned basis.
- Notify the designated staff member as early as possible of absence from school so that a substitute can be contacted being sure to follow Employee Handbook guidelines.
- Inform the Director in writing of any parent or staff difficulties.
- Work cooperatively and considerately with other staff members; perform her share of housekeeping tasks; perform her share of playground tasks; express own views and consider views of others. Maintain a friendly and efficient manner with parents. Communicate school policies to parents.
- Maintain order in the classroom and on the playground. Handle children's feelings and interactions skillfully.
- Make certain children are never left unattended in the classroom or on the playground.
- Be sure no child leaves the school area unless accompanied by an authorized parent, guardian, or school staff member.
- Aid children in overcoming difficult situations: shyness, discipline problems, toilet problems (this may require changing their clothing), etc.
- Order, in writing, all needed supplies for any given project two weeks in advance of the unit presentation.
- Prepare all teaching materials one week in advance of the unit presentation being sure to use teacher prep time appropriately.
- Help maintain school equipment properly; report promptly on broken or defective items; avoid unnecessary damage to or waste of supplies.
- Complete "Activity Request" forms and present to Director four weeks before activity.
- Complete "Field Trip Permission" forms to be distributed to each student.

- Post classroom notices of upcoming event three weeks in advance.
- Pay will be granted to attend the annual A.C.S.I. conference and every employee is expected to attend. Conference day is determined by ACSI or renewal leadership and will take place on a Saturday.
- Registration for the A.C.S.I. convention will be paid for by the school.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Christian
- 21 years old and high school graduate
- Current TB clearance.
- Current fingerprint clearance.
- Minimum of AA degree in Early Ed or like field
- Minimum of 3 years of full time experience
- Ability to relate well to children.
- Evidence of emotional maturity, stability, and dependability.
- Ability to handle crisis situation.
- Sensitive to children's individual needs.
- Ability to lead others in a positive manner using healthy communication skills.
- Able to bend over to attend to the child's personal needs. For example: tying shoes, fastening clothes, etc.
- Able to sit on the floor with the class, if necessary.
- Able to lift a child of approximately 50 lbs., in case of emergency.
- Able to visually supervise children and hear to meet their needs.
- Able to lift playground equipment and toys in order to store and remove them for use by children.
- Able to push, pull, twist, kneel, squat and reach repeatedly multiple times throughout the day as required by the demands of the job.

**Notes:**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills duties, requirements, efforts, and functions for working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Capital Christian High School may add to, modify or delete any aspect of this job (or the job itself) at any time as it deems advisable.

I have read and understand this job description

**Signature:**

**Date:**

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Early Education Lead Teacher

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