

Job Description  
**JOB TITLE: Lead Teacher Pre-K**

EXEMPT (Y/N): No

LOCATION: John Knox Community Preschool

SUPERVISOR: Preschool Director

**SUMMARY**

Establish a loving and emotionally safe environment for kids and parents.

Prepare students to enter kindergarten.

Direct social and emotional growth of children appropriate to each child's individual starting level.

Share the love of Christ with each child and communicate in ways that will attract parents to Christ.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; other duties may be assigned.

The Teacher will:

Communicate with parents/caregivers regarding Pre-K Scope and Sequence, Teacher's goals for children, classroom activities and methods for learning, student's progress (through-out the year and during conferences), and year end assessment procedure,

Engage parental participation within the classroom. Parents are welcome in the classroom and encouraged to observe and volunteer;

Teach skills outlined in Pre-K scope and sequence, resulting in most of the students mastering most of the skills;

Establish an inviting atmosphere creating a classroom that is welcoming and warm so that each child feels like this is where they want to be and wants to come back. (Examples: kneel at child's level when welcoming them into the classroom; identify with each child and connect with them, whether they are feeling sad, mad, happy);

Design a well-organized and labeled classroom, so that when a child walks in, they are clearly able to see what centers are there for them to use;

Work collaboratively, first with the student, second with parent, and third with the Director as needed, to resolve disciplinary issues.

Develop a monthly parent calendar and newsletter, weekly lesson plans, to be reviewed by the Director, at least two weeks in advance of the first day of each month;

Prepare activities and materials for the children in advance of the start of the week. (Examples: worksheets are printed, ready and accessible, crafts items are prepared in advance);

Complete accident reports. Be familiar with accident/injury procedures and forms;

Attend monthly staff meeting;

Work well with, treat with respect and support co-workers.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Quickly establish rapport with parents/caregivers.
- Ability to plan and organize work schedule and classroom.
- Ability to perform all job responsibilities independent of direct supervision.
- Strong verbal and written communication skills.
- Professional behavior
- Proven ability to work effectively with preschool age children.
- Proven ability to communicate effectively with parents/caregivers.
- Ability to guide teacher assistant duties with grace and professionalism.

**EDUCATION and/or EXPERIENCE**

- 3+ years of Early Childhood education (a combination of schooling and/or teaching can be considered to meet this requirement.)
- Specific knowledge of the Bible preferably gained/trained through Early Childhood Ministry.
- CPR and First Aid Certifications current.
- Bloodborne Pathogens training

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an assistant teacher to successfully perform the essential functions of this job.

- While performing the duties of this job, the assistant teacher is regularly required to talk and hear, and is frequently required to sit and use hands to interact with students. The teacher is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch.
- The Teacher must have ability to lift/move/carry up to 30 pounds, as well as navigate stairs and uneven surfaces with ease.

**KEY EVALUATION POINTS**

- Active faith in Jesus Christ demonstrated by behavior, attitude and interaction with students, parents/caregivers and co-workers.
- Create and maintain a safe, fun and nurturing educational environment both for the students and their parents/caregivers.
- Prepare students socially, emotionally and educationally to enter kindergarten.
- Teach materials from Pre-K scope and sequence so that most students master most of the material.