

Coast Kids Preschool Lead Teacher Job Description

General Description

The teacher is responsible for the planning and implementing a developmentally appropriate program, which encourages growth in the children in his/her class physically, socially/emotionally, cognitively and spiritually through a developmentally appropriate program, following the guidelines of the preschool's curriculum approach. The teacher is also responsible to fulfill assigned duties and tasks, attend designated school events, and abide by the terms and policies of the school as described in the preschool staff handbook. The teacher must guide and direct associate teacher in the classroom.

Qualifications

- Meets state licensing qualifications and requirements for teacher.
- Has at least 2 years of successful experience in a preschool setting.
- Possesses an ability to interact effectively with parents, peers, and administrative staff.
- Have at least 24 ECE units.
- Preferably have 3 semester units in Program Planning & Curriculum Methods.
- Meets state licensing qualifications and requirements for teacher with appropriate endorsements.
- Possesses an ability to interact effectively with parents, peers, and administrative staff.
- Holds a current CPR and First Aid Card or within 2 months of hire.
- Must pass an extensive background check according to California State Licensing standards for a state licensed preschool and those of North Coast Calvary Chapel.
- Must possess strong command of the English language.
- Must be in agreement with the preschool teaching philosophy and methods.
- Such alternatives to the above qualifications as the Director may deem appropriate.

Reports to

Director

Days / Hours

Monday – Friday, daily hours TBA

Hourly rate

\$16.50-\$19.00

Performance Responsibilities

Spiritual

- Demonstrates Christian maturity in attitude, actions, and speech, showing a consistent walk with Jesus Christ.

Classroom Management

- Will plan, supervise, and implement the program for the class.
- Write lesson plans and learning plans. These are due twice a month.
- Clearly assign tasks and activities to associate teacher.
- Supervise the associate teacher.
- Mentor associate teacher.
- Offer weekly feedback to associate teacher.
- Is responsible for the room environment and interest areas and update it twice a month.
- Posts a documentation board at least once every month.
- Shares housekeeping responsibilities of the room / outdoor areas with other staff.
- Will treat all children with dignity and respect. Will follow the basic school discipline plan, taking initiative to clearly communicate discipline concerns to the Director. Will abide by a code of confidentiality in all discipline cases.
- Will attend staff meetings and training sessions. Staff meetings/ trainings are held monthly.
- Provide input to assistant teachers.
- Will give input to the Director in the evaluation of assistant teachers.
- Will plan and implement methods of establishing a partnership with parents / families of students. This includes daily contact with parents as well as special events and conferences.
- Will assess on an on-going basis the physically, socially/emotionally, cognitively and spiritually the level of each child. Will give a formal evaluation 2 – 3 times a year.
- Maintain children's portfolios.
- Will report maintenance needs in the classroom.
- Maintain class first aid kit and class evacuation kit.
- Maintain classroom communication with a monthly newsletter.
- Does not go over in classroom spending according to the budget and turns in receipts timely.
- Arrives to work on time. Clocks in daily.
- Gets approval for field trips.
- Is respectful of shared space with others.

- Clears all counters and prepares spaces for children's ministry uses on Thursday nights, the weekends and other nights as needed.
- Provide feedback on Job Descriptions.
- Supervision plan is implemented for each teacher during the school year. The preschool director observes teachers throughout the year. Informal and formal evaluations are given during the year.

Physical Demands

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows...

- Pushing and/or pulling
- Climbing
- Running
- Stooping and/or kneeling
- Sitting on the Floor and/or Child-sized Chairs
- Reaching
- Talking
- Hearing
- Seeing

Environmental Conditions

The lead teacher may be working in a busy and noisy environment. There may be a number of activities and situations happening at once and the lead teacher will have to supervise all children at all times.

Sensory Demands

The lead teacher may experience smells associated with toileting and children who are ill.

Church Relations

- Promote a "we" attitude between church and preschool staff.
- Maintain rapport with children's ministry staff.

Additional duties can be assigned as deemed necessary by the director.