

Trinity United Methodist Preschool

Job Description: Lead Teacher

SUMMARY:

Under general supervision, provides a stimulating, safe, and developmentally appropriate educational environment where preschool children have the opportunity to develop cognitive, social, emotional, and physical skills. May lead and functionally supervise student assistants.

DUTIES AND RESPONSIBILITIES:

1. Organizes and provides developmentally appropriate early childhood education programs; plans and implements curriculum and education for preschool children.
2. Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children.
3. Plans and prepares classroom setting; supervises children in the classroom; provides a supportive environment in which children can learn and practice appropriate and acceptable individual and group behaviors.
4. Interacts with parents; maintains open and cooperative communication with parents and families, encouraging their involvement in the program and supporting the child's family relationships.
5. Participates in research programs concerned with improvements in preschool teaching methods, as appropriate.
6. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work.
7. Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

Must meet one of the following:

- Bachelors Degree in Early Childhood Education, Child Development, or related field
- A two year degree or higher from an accredited college or university with at least 6 credit hours in Early Childhood Education or Child Development
- A current National CDA or state recognized equivalent (FCCPC)

Must meet all of the following:

- Must be at least eighteen (18) years old.
- Must successfully complete a training in Emergent Literacy.
- Current First Aid and CPR training.
- Class-work as mandated by the Department of Children and Families.

QUALIFICATIONS:

- Commits to pursuing a higher level degree (such as AA, AS, BA, BS, MA, etc.) in the field of early childhood education.
- Is supportive of UMAP as well as other early childhood organizations.
- Manifests a concern and love for children expressed daily in interactions.

- Should be of Christian faith and be a member of a local church.
- Whether or not a member of the local congregation, should consider herself/himself a leader, responsible for the ministry to children.
- Ability to minister to children and parents.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to evaluate, design, and implement curriculum
- Knowledge of early childhood education programs and techniques.
- Knowledge of child development theory and practice.
- Strong interpersonal and communication skills
- Ability to provide activities for children that encourage healthy growth.
- Knowledge of applicable safety procedures.
- Ability to provide a supportive and caring environment for children.
- Ability to exercise control and maintain classroom discipline.

CONDITIONS OF EMPLOYMENT:

- DCF Course requirements to be completed during the first year
- DCF Literacy and Safe Sleep course completed prior to first day of employment
- 30 hours in-service training for the first year of employment; 24 hours of in-service training per year thereafter
- Background screening
- Paperwork packet completed prior to first day of employment including but not limited to Abuse Registry, Attestation of Good Moral Character and I-9/W-4.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.
- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 50%) of job.

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