

Jersey Weekday Preschool & Kindergarten

Job Description

Lead Teacher

Reports To

The lead teacher is directly responsible to the Preschool Program Director and Assistant Director.

General Description

The lead teacher will be responsible to prepare and execute plans for a safe, developmentally appropriate environment for the children placed in his or her care. Teachers, along with the Preschool Director will determine the needs of the children attending the classes and plan a program to fill those needs.

Specific responsibilities of the Lead Teacher will include but not be limited to:

- Showing evidence of Christian maturity demonstrated in attitude, actions and speech.
- Developing a firm foundation of faith in our students, their families and staff as we partner with families to introduce our students to Jesus.
- Providing opportunities and learning experiences that meet the spiritual, physical, mental, and social needs of the children assigned to their care.
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- Administering a formal evaluation twice a year, and sending the results home on a Progress Report for students who are 4 and older.
- Writing, planning and implementing class activities and programs.
- Providing experiences and lessons that promote creative expression.
- Providing opportunities to learn about creating a relationship with Jesus through regular time in God's Word, scripture memory, prayer, worship, service and giving.
- Supervising classroom assistants or volunteers who may be working in the classroom.
- Effectively communicating with parents, both verbal and written.
- Preparing for and initiating a parent teacher conference one time during the year.
- Striving to make the preschool a positive transitional experience between home and elementary school.
- Seeing that their classroom is properly maintained: this includes leaving equipment in a neat, organized arrangement, making sure windows are closed, lights are out and supplies are returned to their proper storage place.
- Notifying the Director/Assistant Director of needed supplies on a monthly basis.
- Participating in all required training sessions, staff meetings, open houses, and other special functions as requested by the program director.
- Taking special precautions in checking that the proper person is picking up each child.
- Being familiar with and following all policies of Jersey Weekday Preschool.
- Exhibiting regular and dependable attendance.
- Seeing that first aid is provided without delay for sick or injured students and subsequent action necessary for securing doctor or hospital treatment and notification of parents if required.
- Working with the directors, other teachers and staff as a team, to create a positive working environment.