



Job Description for Lead Teacher

Reports to: Preschool Director

FLSA: Hourly, Non-exempt

The person selected for this position must meet the requirements of the Department of Human Services of Colorado with a minimum of Lead Teacher qualifications required. This person must be a sensitive, mature, individual, who is able to relate well to both children and adults. This person must have the personality and ability to provide leadership and stability for the program, and must be able to lead the classroom education program through both the Christian and academic curriculum. This person should have an understanding of Joyful Mission Preschool's Mission Statement and Philosophy, as well as Joy Lutheran Church's Vision Statement.

Responsibilities will include, but are not limited to the following:

Lead Children in Developmental Learning

1. Plan, supervise, and implement the program for the assigned class of children in accordance with the policies and philosophy of the school and the Director's approved curriculum. If working with a co-teacher, responsible for communicating the division of lesson planning and implementation of lessons.
2. Gearing the program to the needs of the individual child with concern for his/her interests, handicaps, special talents, and individual style and pace of learning.
3. Lesson plans must be prepared using the curriculum prior to implementing the lesson and post the lesson plans outside of classroom.
4. Implement the Christian curriculum in conjunction with the Director and other staff so as to provide a cohesive curriculum among all classes.
5. Keep up-to-date developmental records of children in the class and completing an assessment form on each child three times each school year.
6. Plan and post a daily schedule to include group and individual time for the children to learn and play, in accordance with CO Shines Guidelines.
7. Provide age-appropriate learning centers and dramatic play areas to meet curriculum and assessment objectives.
8. Engage children in activities and play that stimulates their development.

Maintain a Clean and Organized Preschool Atmosphere

1. Responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom.
2. Supervise any volunteers in the classroom.
3. Responsible for the daily physical needs of the environment: including, but not limited to: proper room temperature, clean equipment, clean kitchen, toys put away in order and undamaged, lights on or off, doors and windows locked, and the playground in order.
4. Maintain the facility to meet all required State of Colorado Licensing requirements.
5. Decorate and organize the classroom to create a welcoming environment that meets the criteria set by CO Shines guidelines, as well as State of Colorado Licensing requirements.

Joyful Mission Preschool
7051 Parker Hills Ct.
Parker, CO 80138
303-841-3770

6. Create and communicate a division of duties for classroom maintenance with assistant or co-teacher, including, but not limited to: set-up of centers, set-up of projects, planning, clean-up
7. Inform Director of supply needs.

Parent Communication

1. Assist the Director in explaining the program to visitors.
2. Be available for parent-teacher conferences twice a year.
3. Communicate with the parents on site and on a daily basis to provide current information regarding classroom activities and any pertinent information concerning student progress.
4. Write a monthly newsletter to inform parents of class activities and upcoming events.

Attendance

1. Be punctual and reliable.
2. Attend scheduled staff meetings and Teacher In-Service days.
3. Attend all school-related functions and Joy Church staff functions when applicable.
4. Attend conferences, workshops and other professional growth experiences that are made available to complete 15 hours of Continuing Education hours per year
5. Complete online Continuing Education requirements.
6. Assist in public relations events sponsored by the preschool.

Other Responsibilities and Duties

1. Comply with the personnel policies of Joyful Mission Preschool, as well as being familiar with the Joy Lutheran Vision Statement.
2. Responsible for the safety of all children and will follow the procedures for fire/emergency drills.
3. Treat each person with dignity and respect.
4. Maintain a Christian attitude and positive outlook in teaching.
5. Maintains confidentiality: salary, all issues surrounding preschoolers, families of preschoolers, Joy Lutheran church, and Preschool staff.
6. Supervise assistant and ensure they are following program policy and customer service expectations.
7. Maintains a professional self-image and projects JMP's values at all times.
8. Be customer service oriented and professional while interacting with parents and others within the preschool.
9. Assist children with activities of daily life (diapering, change of clothes if necessary, etc.)
10. Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs.
11. Duties will include some lifting (minimum of 25 lbs.) of young children, getting up and down from the floor, and some picking up and moving of furniture and equipment as needed to carry out specific tasks and responsibilities.

Please keep in mind that the job description is meant to be a guideline and does not list in detail all of the job responsibilities of a Lead Teacher. All duties of the Lead Teacher position will be covered during the "hands on" portion of the position training.

Signature _____ Date _____