

Job Description – Lead Teacher

Description: Teach, monitor, supervise and nurture preschool-age children utilizing approved curriculum and learning activities that are appropriate to the age, social, physical, spiritual and intellectual developmental level of the children. Provide a loving and caring environment that is safe, comfortable and healthy in order to enhance children's growth and Christian development.

Accountability/ Reports to: Reports all questions, concerns, comments and plans to the Kingdom Kids' Director. Professional development review and goal setting will take place bi-annually with the Kingdom Kids' Director.

Qualifications/ Experience:

- Must be at least 21 years of age.
- Completed GBC Children's Ministry Application process and sign GBC Doctrinal statement.
- Current certification in CPR for infants and children.
- 3+ years of significant experience working with young children in a preschool/ministry setting. Preschool 4's teachers are required to have AA in Early Childhood Education or related degree.
- Demonstrates knowledge of child development and developmentally appropriate practices.

Responsibilities/Duties: (Includes but not limited to)

- Safety and well being of the children in your care. Contribute to the safety of the children in your care by keeping children in vision and within a safe distance at all times. Counting them before, during and after transitions from one location to another.
- Responsible for following all safety/security policies and procedures, including proper verification of identification during pick-up and completion of incident reports.
- Enthusiastically participate in monthly team planning sessions and morning prayer time.
- Collaborates with teaching team in communicating curriculum plans and announcements to parents through a weekly newsletter. Preschool classes will conduct parent conferences twice a year.
- Submit age appropriate lesson plans weekly using approved curriculum and implement in classroom.
- Delegates responsibilities and supervises assistant teacher.
- Responsible for classroom set up and clean up.
- Handle and communicate discipline and other concerns to parents. Inform Director of ongoing problems/concerns with a child and/or parent.
- Prepare an "All About Me" book for each child at the end of the year
- Be familiar and follow Personnel Policies and Operating procedures from KK Training Manuel & KK Parent Handbook.
- Record hours worked on staff timesheets
- Prior approval for all large purchases. Provide receipt detailing purchase for reimbursement.
- Notify Director in advance of scheduled absences and secure a sub from the provided list.
- Arrives promptly to insure that appropriate time is allowed to prepare classroom , materials/supplies for the day.

Classification: Part time/Hourly.

- Teaching positions are a 9 month commitment.
- Works 12 hours a week during the school year. Tuesday & Thursday from 8:30 – 2:30.
- Additional hours may be required for staff development, in-service day(s) and special events.

Personal Qualities and Special Job Characteristics:

- Stable and mature Christian who is ministry minded. Spiritual Gift/Personality type : Teaching, Encourager, Servant/Helper.
- A positive and professional representative of Kingdom Kids and GBC in the workplace and community.
- Enthusiastic about teaching and making a difference in the life of a young child.
- Excellent communication skills - spoken and written.
- Must have a warm, supportive attitude toward parents, children and co-workers to enhance the overall learning experience for the children.
- Exercise discretion, confidentiality, and professionalism in all dealings – must be trustworthy and reliable.
- Must be flexible and adjust easily in a fast-paced, changing environment.
- Must be physically able to work in an early childhood education setting (ex: able to lift children and/or equipment up to 40 lbs: able to stoop, bend, sit, and stand for extended periods of time).

