

# **Job Description – Lead Teacher** (updated 2023-2024)

---

## **Description:**

- Teach, monitor, supervise and nurture preschool-age children.
- Utilize the Scope & Sequence, 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 to enhance children's growth and Christian development.

## **Accountability/ Reports to:**

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

## **Qualifications/ Experience:**

- Must be at least 21 years of age.
- Completed Kingdom Kids Staff Application process and signed an Employee Statement of Acknowledgement.
- 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 always keeping children in vision and within a safe distance. Counting them before, during and after transitions from one location to another.
- Positive participation in monthly team planning sessions and morning prayer time.
- Collaborates with the teaching team in communicating curriculum plans and announcements to parents through a weekly Peek.
- Contact students' parents by phone the second month of the year to communicate positive observations and feedback.
- 3s & 4s classes conduct parent conferences once a year either by phone or in person.
- Submit age-appropriate lesson plans monthly and implement them in the classroom.
- Delegates responsibilities and supervises assistant teacher.
- Responsible for classroom set up and clean up.
- Positive and consistent communication with parents, as well as discipline and other concerns. Inform Director of ongoing problems/concerns with a child and/or parent.
- Prepare an "All About Me" book or placemat for each child at the end of the year.
- Be familiar with and follow Personnel Policies and Operating procedures from KK Training Manual & KK Parent Handbook.
- Clock in and out daily. Arrive promptly to ensure that appropriate time is allowed to prepare classroom materials/supplies for the day.
- Manage classroom budget including providing receipt detailing purchase for reimbursement within two weeks of purchase.
- Notify the Director then the Assistant Teacher of absences and secure a sub from the provided list.

## **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 Lead Teacher planning and prep days, 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).