

## **LEAD TEACHER JOB DESCRIPTION**

**Education and Experience:** Each teacher must be an individual of strong Christian faith and values who loves and enjoys working with children. This person should be mature and sensitive when working with children, parents and other staff persons. A two-year degree and/or experience in the field of child development or early childhood education are desirable.

**Accountability:** To the Director.

**Function:** To provide the best possible learning environment for children, emphasizing Christian beliefs and values, and working for the best interest of the center.

**Lead Teacher's Responsibilities:** To include but not limited to the following:

1. Make daily plans in keeping with the philosophy of the center and the needs of the children; also to send home a monthly calendar, newsletter and songs/fingerplays.
2. Care for rooms and equipment. Report items needing repair or replacement and submit requests for additional equipment and supplies to the director.
3. Be available for parent conferences as needed or requested.
4. Cooperate with Sunday morning teachers and others who share the room.
5. Attend staff meetings.
6. Make an effort to grow professionally by keeping current with early childhood education philosophies.
7. Keep individual records of each child as specified.
8. Arrive at 8:30 and remain 30 minutes after the children have left.
9. Plan with and clarify expectations for any assistant or volunteer who may be assigned to the class.
10. Inform the Director in cases of unreasonable behavior, parent complaints, or other problems that should be handled by the Director in the best interest of the center.
11. Strive for good rapport with all parents.
12. Communicate with the parents about information related to the daily routine.
13. Attend 9 hours of staff development / early childhood workshops.
14. Put together a memory book for each child with projects from each month.

15. Plan a keepsake gift for each child's family at Christmas. The gifts should not be duplicated by another age group. The gift needs to be the same for that age group each year.

16. Be professional at all times when discussing preschool related business with parents or others and to defer questions, comments and/or suggestions when necessary to the Director.

## **ASSISTANT TEACHER JOB DESCRIPTION**

**Education and Experience:** Each Assistant must be an individual with strong Christian faith and values who loves and enjoys working with children. This person should be mature and sensitive in working with children, parents, and other staff persons. Must be a high school graduate, at least 18 years of age, with good academic skills. Must have a willingness to work under the supervision of the teacher, Director and Assistant Director.

**Accountability:** To the classroom Teacher and Director.

**Function:** To assist the classroom teacher in preparing materials, working with the children, working on class projects, cleaning the room, assisting on the playground, and to work in the best interest of the center.

**Assistant Teacher's Responsibilities:** To include but not limited to the following:

1. Assist the classroom teacher in assigned tasks.
2. Arrive at 8:30 and stay for 30 minutes after the children have left.
3. Cooperate with the Director and other staff in those activities involving the whole center.
4. Attend staff meetings.
5. Attend 6 hours of staff development / early childhood workshops.
6. Be professional at all times when discussing preschool business.