## C:\Users\michelei.COLONIALKC\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\JL80U04G\ks_colonial_preschool_color_horizontal_outlined (3).jpg

**POSITION:**

**Title: Preschool Lead Teacher**

Type of Position: Part time Non-Exempt

**JOB SUMMARY:**

Responsible for upholding Colonial’s educational and program philosophies, for forming appropriate relationships with staff and families, for providing guidance of the children, and overall management of an individual classroom. Provide a warm, nurturing environment where families are loved and welcomed.

## WORKING RELATIONSHIPS:

**Reports to:** Preschool Director

**Teams with:** Assistant Director and/or Coordinators, Lead Teacher, and other members of the

preschool staff

## Essential Duties/Responsibilities:

## Provide a classroom which meets emotional, social, spiritual, physical, intellectual needs of the individual child and the group as a whole.

* Interact with children individually and as a group and encourage their involvement in activities.
* Prepare a warm, safe environment that is orderly, clean, and appealing and permits children to explore and learn.
* Perform most interactions with the children by getting down on their eye level.
* Relate joyfully and sensitively to children.
* Establish good relationships with the children’s parents through daily personal conversations, phone calls and emails as needed, conferences, monthly newsletters, and daily "Ask Me About My Day" sheets and Seesaw posts.
* Plan and submit monthly lesson plans based on Colonial's curriculum guidelines and themes, incorporating the use of theme-based interest centers each day.
* Prepare in advance all materials needed for the daily lessons and activities.
* Maintain classroom inventory.
* Observe, report, and record significant individual behaviors and/or developmental concerns to the Assistant Director, and/or Director.
* Maintain student records and portfolios using developmentally appropriate assessments, techniques, and materials.
* Design the room arrangement, plan the daily schedule, and develop and handle the classroom management.
* Schedule and conduct two Parent/Teacher Conferences per year and prepare an assessment record for each child for each conference.

**Provide a classroom which assures safety and security for each individual child and the group as a whole.**

* Assure that children are appropriately supervised in the classroom, the hallways, the restrooms, on the playground, and in enrichment classes.
* Release children only to authorized adults.
* Use consistent, appropriate, and positive discipline as outlined in our staff and parent handbooks.
* Understand and demonstrate compliance with state licensing regulations.
* Identify children who are ill and notify the Administrative Assistant
* Have a working knowledge of our Emergency Procedure Plans and be ready to implement the plan immediately if needed.

**Maintain professionalism and confidentiality regarding individual children, parents, and other staff members in all situations.**

* Assure complete confidentiality and respect for all children, families, and staff in and out of the preschool center.
* Guide the Assistant teacher assigned to you.
* Attend and participate in monthly staff meetings.
* Complete 12 hours of professional development per year
* Comply with all the requirements and guidelines set forth in this job description and in the Staff Guidebook
* Work to achieve goals mutually set on an annual basis with the Preschool Director
* Pray regularly for the children in the classroom.
* Acknowledgement of, and willingness to, uphold and support the Colonial mission.

statement and values, as well as the values of Colonial Preschool.

**Job Specifications/Competencies/Gifts:**

* Physical stamina adequate to interact with young children throughout the entire day.
* Ability to lift 40 pounds (If working in Lower Division, must be able to lift children to changing tables repeatedly each day)
* Ability to participate in child related activities such as running, jumping, dancing, and sitting on the floor.
* Must be able to kneel or bend down to the children's level consistently and repeatedly.
* Must be able to climb and descend stairs quickly to supervise fire and weather escape drills.
* Must show evidence of emotional maturity and stability.
* Must show evidence of sufficient security and judgment to handle a crisis situation.
* Ability to supervise and direct your Assistant Teacher
* Ability to recognize and record significant individual and group behavior, as well as individual concerns.
* Commitment to our Lord and Savior, Jesus Christ, and the desire to incorporate that faith into each day of the program.

**Education/Expectations:**

* B.S. in Early Childhood Education or related field, associate degree in early childhood preferred, but not required.
* Experience teaching in a licensed childcare center required for Upper Division, preferred, but not required for Lower Division
* Completion of at least 12 hours of professional development per year

**Prior to Beginning Work:**

* + Current Certification for CPR and First Aid
  + Certificates of Attendance for the following classes:
    - Child Abuse and Neglect with Head Trauma
    - Infection Control in a childcare setting
    - Preschool Child Development
    - Insurance video
  + A Medical Release signed by a doctor indicating clearance to work with children.
  + A current TB test (within the past year)
  + Background check clearance from state

**Time Commitment:**

6 hours per day

Plus: monthly staff meetings, special events, retreat, set up day and inventory/cleanup day.

School is closed for Labor Day, the Wednesday, Thursday and Friday of Thanksgiving week, two weeks of Christmas Break, one week of Spring Break, Martin Luther King Day, President’s Day, Good Friday, and for Parent Teacher Conferences.

**WORKING CONDITIONS:**

Classroom environment with 2 teachers and up to 18 students. Children and staff transfer regularly from classroom to MIF, music, assemblies, office, bathroom, and playground as scheduled or needed. Must be able to “get down to child level” on a regular basis throughout the day. Must be able in case of emergency to lift a child weighing up to 40 pounds.

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Signature of Employee Date

##### APPROVAL:

Senior Director of HR Date

Senior Director Approval Date

Supervisor Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date