

Lead Teacher Job Description

The Lead Teacher position is a full time, year-round salaried position. Regular hours are between 7:00 a.m. and 6:00 p.m. Schedule may vary. The primary duties are classroom management, lesson planning and facilitation, child observation and assessment, and family communication and partnerships. Lead Teachers report to the Director.

Qualifications:

Must meet minimum requirements for a Teacher as described by Michigan Licensing and Regulatory Affairs (LARA) - Licensing Rules for Child Care Centers.

Preferred Experience:

Previous work in a high-quality early childhood setting. Familiarity with Creative Curriculum, Tadpoles, Teaching Strategies Gold, Michigan (LARA) Licensing requirements and all standards relating to the National Association for the Education of Young Children (NAEYC).

Duties:

Create and facilitate meaningful, relevant, comprehensive lesson plans in accordance with NAEYC, licensing and Peoples Church Preschool requirements.

Screen, observe, assess and document children's learning

Align curriculum to the needs of specific children

Serve as a primary caregiver for an identified group of children

Interact directly with children, engaging them in language-building conversation and critical thinking

Participate in all assigned professional development and family bonding events

Conduct Family Conferences twice yearly

Coach and mentor all support staff. Oversee that team members follow policy and procedure

Facilitate monthly team meeting

Evaluate self and support staff

Work closely with the Directors to problem solve

Develop meaningful relationships and partnerships with children's families

Ensure classroom environment is welcoming, clean, clutter free, with appropriate and rotating materials

Attend and participate in all family events

Plan, procure food items and create menus for daily nutrition breaks

Maintain classroom portfolio for NAEYC ongoing accreditation

Other duties as assigned

Physical Requirements

Must be able to stand, sit or walk for extended periods. Must be able to see, speak to, and listen to children. Must be able to provide visual and audio supervision at all times. Must be able to lift up to 40 lbs.

Working Environment:

Must be able to work indoors and outdoors year-round. Must be able to work at a computer screen.

Lead Teaching Assistant

The Lead Teaching Assistant is a full-time, year-round salaried position. The job description is identical to the teaching assistant position described below, but has a number of additional responsibilities. A lead teaching assistant must have a minimum of a Child Development Associate credential or certificate or must be pursuing this certification. Lead Teaching Assistants report to the Lead Teacher and the Director.

Qualifications:

Must meet minimum requirements for a Lead Teaching Assistant as described by Peoples Church Preschool policy.

Preferred Experience:

Previous work in a high-quality early childhood setting. Knowledge of NAEYC and licensing rules. Knowledge of health and safety practices, and the ability to lead others.

Duties:

Serve as classroom leader in the absence of lead teachers

Serve as a primary caregiver for an identified group of children

Interact directly with children, engaging them in language-building conversation and critical thinking

Facilitate small groups and interest areas as needed

Assist in keeping routines and experiences moving along on the daily schedule

Give guidance, direction and feedback to other assistants

Attend all assigned training and professional development opportunities assigned.

Each lead teaching assistant will have additional responsibilities as delegated by the lead teacher in the

Classroom

Problem Solving

All duties assigned to regular teaching assistants

Other duties as assigned

Physical Requirements

Must be able to stand, sit or walk for extended periods. Must be able to see, speak to, and listen to children. Must be able to provide visual and audio supervision at all times. Must be able to lift up to 40 lbs.

Working Environment:

Must be able to work indoors and outdoors year-round. Must be able to work at a computer screen.

Teaching Assistant

The Teaching Assistant position is a part-time, hourly position. Teaching Assistants report to the Lead Teacher and the Director.

Qualifications:

This is an entry level position. TA's must be a minimum of 18 years of age and have a high school diploma or GED.

Preferred Experience:

Previous work with children under the age of 6.

Duties:

Care for, teach and interact with children using positive guidance techniques.

Assist children in their interactions with each other, and instruct them in the safe use of materials

Follow daily schedule and lesson plan while assisting children to benefit from daily routines and experiences.

Interaction with children during eating, toileting, napping, self-selected play, and small group and large motor time

Classroom maintenance and resetting - help keep materials in order, keep floors and table spaces clean and orderly during the working day, sort artwork, prepare children's personal items to go home at end of day

Facilitate small groups and interest areas as requested

Attend all assigned training and professional development opportunities assigned.

Specific job descriptions for teaching assistants will vary somewhat in each classroom and will be determined by the teacher and director at the beginning of each term

Assist in problem solving

Other duties as assigned.

Physical Requirements

Must be able to stand, sit or walk for extended periods. Must be able to see, speak to, and listen to children. Must be able to provide visual and audio supervision at all times. Must be able to lift up to 40 lbs.

Working Environment:

Must be able to work indoors and outdoors year-round. Must be able to work at a computer screen.

Volunteers

Volunteers help children in all program activities, interact with them, guide their interactions with each other, and instruct them in the use of materials. Volunteer's duties are carried out under the close supervision of the teacher in the assigned classroom.

Qualifications:

Volunteers are supervised by the preschool director and the preschool teacher to whom they are assigned. Educational requirements are: knowledge of relating to young children, and an interest in continued training.

- b. Ability to work with children in a warm, responsible, and positive manner and to react calmly in a crisis situation.

Responsibilities Relating to the Teacher and the Classroom:

Specific job descriptions for volunteers will vary somewhat in each classroom and will be determined by the teacher and director at the beginning of each term. Additional responsibilities may be added or agreed upon by the volunteer and the teacher.

- a. Supervise activities as directed by the teacher including eating, toileting, napping, free play activities, small group and large motor time.
- b. Volunteers are expected to interact with the children in a warm, positive and supportive manner; to intervene in children's activities only when adult assistance is needed; to remain with two or more children until relieved by another adult; and to use positive guidance approaches.
- c. Report to the teacher and pertinent problems, injuries occurred by the children, observations and parent inquiries.
- d. Accept the suggestions of the teacher and director to improve teaching management techniques.
- e. Check the daily lesson plans regularly so that she or he knows what to expect each day.
- f. Other duties as assigned.