

Job Description

LEAD TEACHER

Reports to the Preschool Coordinator & Director. Responsible for the general supervision and management of a class of preschool children; planning and executing the educational program in accordance with the purpose and goals of City Church Academy.

Qualifications

Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the CCA's program and philosophy. Must be at least 18 years old and meet the requirements of the licensing agencies and / or accreditation organizations.

Educational Requirement

A degree (Associates or above) in Child Development, Early Childhood Education or Staff Credential (CDA) or be working towards this credential completion of state.

Completion of state mandated 45 hours of training or be working towards this credential.

Working toward completion of 10 hours of annual in-service training

Skills

1. Required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
2. Extensive knowledge of developmentally appropriate practices in early childhood
3. Ability to develop rapport with children, parents, and co-workers
4. Strong leadership qualities and skills
5. Ability to develop a high-quality, age-appropriate curriculum to successfully engage children and foster physical, emotional, cognitive and social development
6. Strong group management skills with children
7. Effective organizational and planning skills
8. Effective interpersonal skills
9. Ability to conform to an established work schedule
10. Ability to communicate in a concise and effective manner
11. Ability to understand and follow instructions precisely
12. Ability to exercise tact, discretion and confidentiality
13. Ability to teach a Bible lesson with understanding of child-level Christian teachings
14. Be a team player, have the ability to be flexible to benefit the team.

Responsibilities

1. Supervise upkeep of all educational equipment and materials in assigned area.
2. Maintain progress records of each child's growth and development.
3. Prepare periodic reports and Individual Development Plans, review with supervisor and parents.
4. Work with parents to promote understanding of their child's growth and development;
5. Encourage parent participation in school programs;
6. Attend parent group and Center functions.
7. Conduct regular formal and/or informal parent/teacher conferences on each child's school adjustment, classroom behavior, and developmental progress.
8. Effectively train, supervise, and utilize classroom assistants and floaters.
9. Supervise all activities to ensure safety at all times.
10. Contribute to Staff In-Service Training by planning, leading, or assisting in a workshop presentation or by developing resources.

Physical Requirements

Must have the ability to:

1. Lift up to 40 lbs.
2. Repetitive bending, stretching, and stooping
3. Climb up and down stairs
4. Have mobility required to ensure the safety of the children
5. Work with children on the floor
6. Work outdoors in any variety of weather
7. Have visual and hearing capabilities that allow consistent supervision of children with Child Care Licensing safety requirements capabilities consistent with Child Care licensing safety requirements
8. Perform light duty cleaning
9. Light typing and word processing

Employee's Name _____ Date: _____

Employee's Signature: _____ Date: _____