

**St. John's Episcopal Church Preschool
Wake Forest, NC**

Job Description for 2021-2022 School Year

(If interested, please contact preschool@stjohnswf.org, 919-562-8619)

Job Title: Lead Teacher

Reports to: Preschool Director

Supervises: Teacher Assistant; Substitute for Teacher Assistant

Qualifications: A good understanding of preschool age child growth and development and the ability to apply this knowledge to provide developmentally appropriate activities in the classroom in a safe, healthy, and pleasant environment. Previous preschool teaching experience or teacher's certification preferred, but not necessarily required.

Job Duties:

1. Provides a safe and healthy learning environment.

- a. Keeps all areas safe, (daily visual inspection of all areas to be used, including outlet covers, cleaning supplies, electrical cords, adjacent bathroom, etc.).
- b. Takes all necessary preventative measures to protect children from potential harm to include, but not limited to: intervention during aggressive behavior, not leaving children unattended, adhering to all preschool policies regarding safety, using all good judgment required to maintain the children's safety at all times.
- c. Keeps rooms neat, clean, and orderly at all times.
- d. Promotes good health habits in children appropriate to age.
- e. Practices sound hygiene procedures and assist, when necessary, with children's hygiene needs.
- f. Reports any suspected cases of child abuse or neglect.
- g. Promotes self-help skills.

2. Creates and maintains a secure, affectionate, and nurturing environment for young children.

- a. Greets children by name.
- b. Creates an environment that fosters expression of feelings, curiosity, exploration, learning, and acceptance.
- c. Offers opportunities for choice and decision-making.
- d. Sits with children during snack time to model good manners; participate in their conversations.
- e. Displays optimism and enthusiasm in relating to children and towards Preschool activities and responsibilities.
- f. Supports cultural differences.
- g. Refrains from discussing children and/or parents and/or other staff members at inappropriate times and places.
- h. Limits adult conversations and focuses on child interaction and conversation.
- i. Anticipates problems and re-directs.

j. Uses Time-Out on a minimal basis.

3. Plans and implements developmentally appropriate activities, and creates a learning environment that allows children to be exposed to a wide range of learning experiences.

a. Plans and completes lesson plans, a copy of which is to be given to the director either weekly or monthly.

b. Gathers necessary supplies and materials ahead of time.

c. Makes necessary arrangements for special events in cooperation with director.

d. Purchases minor supplies, within the monthly budget allowance.

e. Assists with curriculum development and enhances and expands learning environments.

f. Cares for learning materials and stores them in an orderly fashion.

g. Guides children in care of materials and equipment.

h. Acts as a positive role model and facilitator.

i. Assures that shelves, materials, and learning areas are properly labeled.

j. Rotates equipment on a regular basis.

k. Observes and records children's development and behavior.

4. Displays professional qualities.

a. Arrives on time and is reliable in attendance and daily hours.

b. Maintains professional relationship with staff and parents.

c. Demonstrates leadership and supervisory skills and acts as a positive role model to assistant teachers.

d. Effectively communicates with parents.

e. Schedules and conducts conferences with parents at designated time. (Teachers of 3's and 4's).

f. Encourages parent involvement and participation.

g. Attends workshops and training when offered.

h. Stays abreast of current information and trends in early childhood.

i. Performs other duties as assigned by director.

j. Demonstrates initiative.

k. Demonstrates understanding of developmentally appropriate practices.