



FIRST BAPTIST CHURCH
MARTINSVILLE, VA

Job Description

Lead Teacher: Pre-K 3 (Age 3)

Reports to: Early Learning Center Director

Supervises: Assistant Teachers, Substitute Teachers, and Volunteers

Relates to: Early Learning Center Director

Job Summary: Lead teachers work with the ELC director to create a program that addresses the specific needs of the children assigned to her/his care. This curriculum should fulfill the children's educational, developmental, cognitive, emotional, and social needs. The lead teacher is responsible for all aspects of the care and education for the children enrolled in her/his class. Responsibilities may include, but are not limited to, physical care giving, developmental assessments, following an age appropriate curriculum plan, and supportive relationships with the director, co-workers, parents, and children.

Primary Duties:

- Adhere to all policies and procedures as stated in the Early Learning Center Teacher Policy Handbook.
- Demonstrate an attitude of support for the ELC and the church, along with administration, and the children and parents.
- Attend any staff meetings and necessary training.
- Provide the director with a current record and documentation of all in-service activities.
- Provide a safe, positive, nurturing, and healthy learning environment that helps each child to have a positive experience throughout the school day.
- Meet the children when they arrive.
- Provide an atmosphere of acceptance and caring for each child.
- Comfort distress immediately.
- Serve as a role model for the children in the areas of attitude, speech, and actions.
- Meet the emotional, social, physical, and cognitive needs of each child.
- Create a safe and loving environment where children feel free to explore and take risks.
- Engage in hands-on activities that introduce new concepts to children.
- Employ a variety of materials for children to explore and manipulate in learning activities and imaginative play.
- Plan curriculum targeting areas related to child development such as social, motor and language skills.
- Develop language skills by reading to students and encouraging discussion through storytelling.
- Help students interact and adapt socially through activities that promote group engagement and fairness, such as group experiences with music, and parallel play for choosing activities.
- Ensure the safety of each child whether in the classroom, on the playground, or in common areas following the Teacher Policy Handbook and the Children and Youth Protection Policy Manual at all times.
- Assist children during lunchtime.

- Attend to individual children's needs while simultaneously taking care of other children.
- Interact with each child daily through circle time, centers, snacks, lunchtime, playground, or free play.
- Maintain an open, friendly, professional relationship with all families.
- Ensure confidentiality at all times.
- Practice active monitoring at all times when supervising children.
- Treat each child with dignity and respect for his/her cultural background.
- Encourage children's development in the areas of building self-confidence, problem solving, and taking responsibility for their actions.
- Sanitize classroom equipment daily.

Supervisory Duties:

- Bear the responsibility for the classroom, its management, the smooth flow and function of the schedules, and guidance and treatment of children.
- Implement an age- and developmentally-appropriate program with consultation with the director.
- Portray a positive example to co-workers.
- Train and guide by example the actions and behaviors of supervised employees.
- Maintain classroom files for each student including attendance, accident reports, anecdotal records, assessment of developmental growth and informal observational records.
- Maintain open communication with parents to report progress of children through written reports and parent-teacher conferences.
- Encourage assistants to contribute to daily planning.
- Keep accurate records of attendance and scheduling.
- Plan both short- and long-range activities in accordance with curriculum objectives, developmentally-appropriate practice, and program philosophy. Coordinate field trips with the director.
- Create an ordered arrangement, appearance, decor, clean, and productive classroom.
- Request, through proper channels, materials and supplies needed for classroom use.

Qualifications:

- Early Childhood Education Certificate (or enrolled in a program within one year of being hired).
- 1+ years' experience working in Early Childhood Education with pre-school children.
- Ability to maintain a personal, but professional, relationship with parents.
- Possess a friendly personality, supervision skills, and a good level of physical fitness.
- Health requirements: Staff should have the ability to lift a child weighing 40 pounds or run across a room or the playground to catch a falling child. In addition, staff must inform the director of any condition which might limit or interfere with their ability to care for a child. The director has the sole discretion of determining if the staff is able to care for children, at which time they may be granted a leave of absence or their employment terminated.