



## **Lead Teacher- Job Description**

### **Qualifications**

The Lead Teacher shall be a Christian who is faithful in their church attendance and willing to abide by and support the beliefs of Mount Zion Baptist Church. A basic love for children, a commitment to teaching and experience in working with preschool children are essential. It is desirable, but not a requirement, that a teacher have a degree in early childhood education or an equivalent degree. A minimum qualification would be a high school diploma or vocational training with experience in teaching the age child for which she would be employed for. A teacher must have the physical ability to properly supervise children in the classroom and on field trips, on the playground or Christian Life Center, and any other area used during the school day as well as lifting children when necessary (to change diapers, administer first aid, loading and unloading children during carpool, etc.)

### **Staff Relationships**

The teacher is responsible to the director of the weekday education program and ultimately to the Weekday Preschool Committee and Pastor of the church.

### **Principal Function**

To assist the director in the ongoing activities of the program and serve as a teacher in keeping with the policies established by the director and the Weekday Preschool Committee.

### **Duties:**

1. Become acquainted with and abide by all policies of the Weekday Preschool program.
2. Help provide and maintain a Christian environment in which the child may grow physically, mentally, socially and spiritually.
3. Maintain a list of children's names, addresses, and phone numbers. Become well acquainted with each child, aware of their needs, and knowledgeable of their home environment.
4. Record significant incidents and experiences observed in each child in order to assess individual needs and plan curriculum accordingly. Place the information in the child's personal file.
5. Teachers will schedule individual appointments during Open House for each child, to establish a relationship with the child and his/her family.
6. Help provide a secure environment in which each child may come to know their freedom and their limitations. Treat each child consistently in accordance with guidelines established by the director and stated in the program policies.
7. Work according to the schedule outlined by the director participating in staff meetings, planning sessions and work days before school opens and after school closes and other work days as scheduled throughout the year.
8. Monthly calendar, examples of parent communication, and lesson plans should be filed monthly for review.
9. Arrive 30 minutes before children arrive to prepare your room and gather materials. Before leaving, place the room in order and return all materials to storage areas. Keep bulletin board updated monthly.
10. Attend regular planning sessions and participate in planning activities for the children you teach. Be willing to share ideas and materials with other teachers. Weekly lesson plans should be completed by Thursday of each week and available for the Curriculum Coordinator to approve.
11. Attend workshops and other training opportunities which are approved by the director.
12. Attend CPR classes scheduled by the director or provide a current CPR Certification card.
13. Work with the director and maintenance personnel to ensure a good, clean, safe and orderly classroom environment each day. Inform the director of needed repairs.

14. In cooperation with the director, plan with other church leaders/teachers who use the same room to ensure maximum benefit of facilities.
15. Attend all parent's meetings and staff meetings as requested. Maintain positive communication with parents (phone conferences, evaluations, etc.).
16. Communication logs are maintained and should be kept in student files.
17. Give the curriculum coordinator a monthly supply list.
18. Take attendance each day. Attendance records will be collected at the end of the school year and kept in the MZ Weekday Preschool records room.
19. Enrich daily programs in a variety of ways, using the best methods of teaching and helps provided for the learning experience of each child.
20. Plan and assign duties to assistant teacher. Make sure substitute knows what is needed in your absence.
21. A very important facet of a teacher's job is to maintain a happy, pleasant disposition with her fellow workers, realizing that there are many jobs that arise that are "no one's job", but must be done to ensure a quality school and an outstanding program. A good, willing attitude is a valuable quality in a teacher.
22. Lesson plans should be up to date and filed accordingly and instructions should be written for your room (schedule, allergies of students etc.) so that if a substitute is needed student learning is not impacted by your absence and students maintain a safe environment.
23. Regular communication including calendars and emails are provided to parents.

### **Understand the Terms of Employment**

Each new employee shall have, prior to employment, an introduction to the purpose, history, and philosophy of the program; and a clear understanding of the description of their job and responsibilities. The offer of a position shall be confirmed by negotiating an employment agreement which sets forth the position, initial salary, and the date of employment. At the same time of employment the new employee will sign the employment agreement, the original to be kept on file in the director's office and a copy to be given to the employee for their personal records.

Each employee will also be given a teacher handbook that includes a job description, personnel policies, staff regulations and a copy of Mount Zion Baptist Church Child Protection Policies.

### **Age Requirements**

All members of the professional staff should qualify according to state minimum standards or a minimum of 18 years old.

### **Physical Requirements**

Requirements may include but are not limited to: ability to lift a child from floor to chest, sit in floor, go up and down steps, carpool responsibilities, be able to supervise children by sight and sound.

### **Working Conditions**

The preschool, in consultation with the church, will provide suitable space for the different age level classes, staff conferences, storage space for resource materials, and a place for teachers to obtain professional teaching literature.

### **Staff Meetings and Planning Meetings**

Staff meetings shall be called regularly by the director (at least once a month) and at such times when circumstances require that one be called. The director and staff will work together to develop a meaningful agenda which will provide for reviewing and evaluating the regular program and for planning future programs to better meet the needs of the children.