

Lead Preschool Teacher |

Job Description



Responsible to: Explore & Grow Director

Working Relationships: Explore & Grow Staff

Scope of Position: The Lead Preschool Teacher plans and implements developmentally appropriate activities for 3-4 year old children in their classroom on a weekly basis. He or she is also responsible for maintaining a safe, nurturing, and educational environment, while working cooperatively with parents and staff.

Time Commitment: Full Time

Classification: Hourly, non-exempt

Typical Duties:

- Oversee the planning and implementation of appropriate activities for the children each week in science, math, art, language, music, religion, motor development, and multi-cultural projects
- Incorporate worship, Bible Stories, verses and songs into the classroom curriculum
- Prepare and submit weekly lesson plans for review to Director prior to posting
- Create a safe, nurturing and positive learning environment
- Maintain discipline in the classroom while treating the children with kindness, dignity and respect; abiding by Licensing Rules for Child Care Centers
- Set clear, fair, and consistent limits for the children as outlined in The Parent Handbook
- Help the children in conflict resolution through modeling skills and problem-solving techniques
- Be responsible for student assessments and conduct parent-teacher conferences
- Maintain the appearance, décor, and safe learning environment of the classroom
- Greet and engage in positive interactions with parents, children and other guests
- Attend staff meetings, parent functions, and outreach events as requested by Director
- Take attendance daily, including meal sheets or assign this responsibility to your Assistant
- Eat meals with the children
- Administer medicine as needed
- Submit written monthly newsletter and calendar information to office staff
- Supervise the class on the playground, in the gym, and on field trips
- Ensure that all state regulations are followed pertaining to the classroom
- Purchase small teaching supplies
- Submit written requests for new equipment or repairs needed for your room
- Meet with Assistants or Aides for evaluation, goal setting, and delegation of duties
- Meet with the Director regularly for evaluation and goal setting
- Attend required annual trainings and annual CPR/First Aid Training
- Assist Director as necessary in hiring process, training, supervision and evaluation of Assistants and Junior Counselors assigned to your room.
- Must meet the state of Michigan Licensing Rules for certification of teaching with a preferred minimum of 2 years teaching experience.

NOTE: This document describes typical duties and responsibilities and is not intended to limit Kentwood Community Church from assigning other work as needed.

Application Requirements: Résumé and cover letter

Please submit to Kelly Ashley via [email](#)