

Presby Preschool Lead Teacher Job Description

Date Prepared: June 2024

Reports To: Presby Preschool Director

Position Summary:

The Presby Preschool Lead Teacher shall first and foremost have a love for sharing Jesus with children! In addition to this passion, the Lead Teacher is responsible for providing an early childhood education program for a group of 15-18, 3-5 yr. old children that meet the Indiana Early Learning Standards. They shall exhibit strength in creating & maintaining positive relationships with students, parents, and coworkers. As the Lead Teacher, they shall project the philosophy of Presby Preschool, which states, “We believe a preschool should provide an exciting program of enrichment for the total child. We are dedicated to facilitating the growth and development of young children in a safe, nurturing, and developmentally appropriate environment. The program is designed to encourage each child’s growth in the following areas: spiritual, physical, social, emotional, and cognitive.”

Principal Duties and Responsibilities:

1. Plan & execute age-appropriate experiences indoor and outdoor which foster child exploration, curiosity, and discovery.
2. Use the Indiana Early Learning Standards, Presby curriculum framework and Presby curriculum tools to guide your lesson planning and experiences.
3. Establish a daily routine that includes time for whole group, small group, and individual creative expression.
4. Model appropriate and respectful behavior to the children and your coworkers per the Presby Staff Handbook.
5. Communicate weekly with parents. (Remind app, classroom newsletter, monthly calendar etc.)
6. Lead the classroom team that can include a Teacher Assistant, Paraprofessional, RtI Coach, and Warsaw Community School Special Education Team. Provide directions to staff as needed.
7. Collaborate with other teachers to promote an environment of mutual respect, teamwork, and godly partnerships; including the RtI Coach, and all WCS staff.
8. Establish and maintain confidential, accurate and timely information on each child’s development and participation in the curriculum.
9. Conduct individual conferences with parents twice a year. (Fall & Spring)
10. Assess all children 3 times yearly with the Presby Preschool assessment.
11. Plan & execute no less than one field trip in the fall and one in the spring.
12. Decorate your classroom; avoid clutter and displays that will overstimulate children.
13. Keep classroom, storage closets, and bathrooms neat and orderly.
14. Share concerns regarding individual children with the Director only on a regular basis.
15. Report any cases of suspected child abuse or neglect to the Director immediately. You are required by the state of Indiana to report ALL suspected cases to the Department of

Child and Family Services. The Director will assist you in making a call to the local agency. Failure to report is a Class B Misdemeanor under Indiana Code 31-33-22-1. Oct 14, 2022 and could result in jail time

16. Handle discipline promptly and in accordance with the Staff and Parent Handbook.
17. Gossip will not be tolerated. Any concerns that you have regarding students, other staff members, Warsaw Evangelical Presbyterian Church, and the Director, should be taken to the Director. Follow the guidelines outlined in the Staff Handbook.
18. Attend all staff meetings as scheduled. Notify the Director if you are unable to attend.
19. When using PTO's arrange for a substitute and provide lesson plans to the Director and the substitute teacher.
20. Attend all Preschool events such as the Fall Festival, Spring Carnival, Christmas Programs, and End of the Year Celebrations.

Other Duties and Responsibilities:

1. Performs other functions as necessary or as assigned.

Knowledge, skills, and abilities:

1. A current Child Development Associate credential or a valid Indiana State Teaching License with an endorsement in Early Childhood Education (Pre-K-Grade 3) or Early Childhood Special Education- preferred (**Could have an agreement to be in the process of completing this per the Director's discretion**)
2. Demonstrated ability to use sound judgment in critical and adverse situations.
3. Demonstrated ability to build positive relationships with children.
4. Demonstrated ability to work efficiently and effectively within a team.
5. Demonstrated organizational skills and a commitment to follow through on tasks with minimal supervision.

Working Conditions/Physical Requirements:

1. Work in a preschool classroom setting arranging furniture and classroom learning areas.
2. Have the ability to lift up to fifty pounds.
3. Have the ability to perform stationary routine and repetitive tasks for extended periods.

Employment Requirements:

1. Successful completion of criminal records and background check.
2. Valid certification in CPR and first aid training.
3. Agree and sign a Warsaw Evangelical Presbyterian Church Statement of Faith

Application Information:

1. Cover Letter preferred
2. Resume
3. List of References (names, addresses & phone numbers of 3-5 current professional references)

