

# Lead Teacher

## Job Description and Qualifications

**Purpose:** To provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged and individuality is respected. To teach students about Jesus and His love for them.

### **Key Responsibilities:**

1. To offer a planned, age appropriate and consistent program that meets the emotional, physical, intellectual, social and spiritual needs of children in accordance with the policies and philosophies of Central Day School, the curriculum and the employee handbook. To strive to meet or exceed the Minimum Standards for Licensed Child Care Centers of Texas.
2. To supervise children at all times.
3. To interact with the children, give individual attention and encourage involvement in learning activities.
4. To prepare warm, safe, orderly, clean and appealing environment in which children can grow, explore and learn
5. Plan, submit to the Director and adhere to daily lesson plans and schedules.
6. To establish and maintain good communications with parents as needed.
7. To observe, record and report significant individual and group behavior.
8. To use appropriate, consistent and positive discipline.
9. To maintain all records and files needed to organize the special needs and information about the children you are responsible for.
10. To attend staff meetings and all required meetings and programs.
11. To submit needs of supplies, equipment and maintenance to the Director.
12. To keep equipment clean, sanitized and in good conditions.
13. To report all accidents or discipline problems in writing to be kept in child's file to the Director as they arise.
14. To assist in conducting training sessions at the Director's request as the experience level increases.
15. To cooperate fully with the use of rooms by the other church organizations.
16. To improve skills required by attending training and /or doing enriching activities.

### **Requirements:**

1. Experience with preschool children desired.
2. A degree in Early Childhood/Elementary Education is desirable but not required. Must have a high school diploma or GED.
3. Must be 18 years of age or older.
4. Ability to recognize and record significant behavior.
5. Physical stamina.
6. Perform necessary training in order to fulfill job requirements.
7. Show emotional maturity and stability in crises and leading others.