

Beginnings Preschool and Child Care Lead Teacher Job Description

Title: Preschool Lead Teacher; part time

Reports to: Assistant Director/Director of Beginnings

Position Summary:

Responsible for developing and implementing ongoing developmentally appropriate activities that promote cognitive, spiritual, physical, language, social and emotional development of each child enrolled in class.

Qualifications:

- At least 21 years of age
- Bachelor or Associate degree in Early Childhood Education or a related field preferred.
- Background in Conscious Discipline preferred; willingness to learn.
- Ability to relate positively to young children, families, and staff.
- Preferred strong working knowledge of developmentally appropriate practices, Paths to Quality standards, and the ISTAR-KR assessment program.
- Demonstrate success in working as a member of a team.
- Effective and strong communication skills (oral and written).
- Demonstrate supervision skills of children and adults.
- Comfortable working in a Christian environment and familiar with Bible stories.
- Be able to lift up to 50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear, and speak with children to ensure children's health and safety.
- Have reliable transportation.
- Physical, TB Test, Criminal History Check, CPR/First Aid certification, Drug Screen, Fingerprinting, Child Abuse and Neglect Training, Indiana Foundations Training and other trainings as required by licensing.

Responsibilities and Duties:

- Arrive promptly and be prepared for the day.
- Check daily attendance.
- Participate in school events: Meet the teacher, Back to School night, family nights, etc.
- Create a positive, well organized, loving, and safe environment for all children and families.
- Establish a positive relationship with each child and each child's family.
- Implement daily activities; observe children and communicate effectively with team.
- Meet weekly with assistant teacher(s) to develop lesson plans and activities using the Growing up Wild, Mother Goose Time, and Indiana Foundations; turn in to office.

- Responsible for meeting all Paths to Quality standards, Registered Ministry, and CCDF guidelines.
- Maintain records on each child's progress and development; use to help develop written plans to promote child growth; track progress using the ISTAR-KR tool.
- Attend all staff meetings and in-service trainings provided at center.
- Maintain daily communication with families; monthly class newsletters.
- Help families understand the curriculum and find ways to involve families in the daily program.
- Meet with families at least twice a year for family/teacher conferences and set appropriate goals for children.
- Keep abreast of current knowledge and practices in the field of Early Childhood.
- Participate in at least 20 hours of early childhood training each year; turn in certificates to the office.
- Establish policies and procedures for inside and outside classroom.
- Understand and execute emergency procedures and protocol when needed.
- Clean and sterilize equipment and toys daily; ensure room is clean at the end of the day (follow cleaning schedule); organize toys so room is ready for next day.
- Coordinate furniture and supplies with other programs in the church (Sunday school).
- Report any family requests, complaints, or suggestions to the Director or Assistant Director.
- Maintain all required certifications.
- Other duties and responsibilities as required or assigned.

First Baptist Church
Beginnings Preschool and Child Care

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Equal Opportunity Employer and Provider

Employee Signature

Date

Lead Teacher Revised 4/2017