

## BURKE PRESBYTERIAN CHURCH PRESCHOOL

### JOB DESCRIPTION - Pre-K LEAD TEACHER

#### **Qualifications:**

A minimum of two years as an Early Childhood Education Teacher in a licensed preschool or similar is required.

#### **Our Philosophy:**

Burke Presbyterian Church Preschool provides a loving and caring atmosphere in which each child is encouraged to develop as a unique person with a positive self-image. We nurture all aspects of a child's growth including social, emotional, physical, intellectual, and spiritual upbringing.

We understand that children develop at unique timetables, which are often uneven and unrelated to age. They also thrive in learning environments that nurture:

- an emerging sense of self and empathy for others,
- both structured and unstructured learning, and
- the disposition to learn by one's self and with others as an enjoyable lifelong pursuit.

In our program, children interact with their immediate world as a catalyst for learning, and they use play to explore, experiment, and discover the world around them.

Our staff is carefully selected for its warmth, dedication, and ability to empathize with children. Our teachers make every effort to provide a secure setting for preschoolers in their care and foster a strong sense of community. We adhere to all state and county requirements.

#### **Job Duties:**

The Lead Teacher will be responsible for planning and conducting a program for a group of children and all activities related to that program.

The Lead Teacher will:

1. Develop a plan, in cooperation with the Director and companion teachers, and a general curriculum based on the philosophy of the Preschool.
2. Prepare a daily schedule which will include interesting and varied learning activities such as painting, water play, sand play, crafts, stories, playground time, music, etc.
3. Maintain a general schedule of daily classroom activities and structure appropriate to the age of children.

4. Plan and maintain a physical environment that is conducive to meeting the objectives of the school: block area, quiet spot, housekeeping, library, table activities, etc.
5. Use positive discipline techniques that teach students cooperation and how to be good classroom citizens.
6. Make himself/herself aware of the facilities, equipment, and materials available for carrying out his/her activities. Use, maintain, and return this equipment.
7. Work with the Director in maintaining a current record of children in the class including birth dates, parents' names, home and office telephone numbers, addresses, name and telephone number of emergency contacts, allergies, people authorized to pick-up any other pertinent information concerning the child.
8. Arrive no later than 9:00am and have preparations for activities completed before children arrive (General hours 9:00am-1:00pm on preschool days.) Greet parents and children.
9. Attend Preschool staff meetings, parent meetings as needed, complete November assessments of each child, and parent/teacher conferences with the parent of each child in January/February.
10. Plan and participate in activities at the school designed to include parents in the education of their children.
11. Supervise personnel assigned to their classrooms. Meet with the assistant frequently to share daily classroom curriculum.
12. Be responsible for daily classroom maintenance, transitions between programs, time management, and outdoor playtime.
13. Set up and take down the classroom as included in "contract days."
14. Participate in workshops and professional development opportunities that bring about increased professional competence and are in compliance with Virginia state licensing requirements. Lead Teachers should complete at least 16 hours of professional development per school year. These 16 hours are in addition to CPR training every year and First Aid training every 2 years. Some teachers also may be asked to complete Medication Administration Training before school begins.
15. Complete an American Red Cross First Aid Course and an Infant/Child CPR within 60 days of hiring. Keep this up to date.
16. Complete background checks as required by the Virginia Department of Social Services.

17. In case of illness or other emergency leave, notify the Director as soon as possible. When possible, call your assistant and review the daily plan.

18. Follow COVID-19 protocols and procedures as required.

19. Perform other minor duties as assigned.

Job Types: Part-time, Contract

Salary: \$17.00 per hour

Benefits:

- Employee discount
- Paid time off

COVID-19 considerations:

We follow all recommended COVID-19 precautions set forth by the health department; masked and fully vaccinated staff; surfaces regularly cleaned and sanitized; additional ventilation indoors; emphasis on outdoor learning activities.

Application Question(s):

- A minimum of two years as an Early Childhood Education Teacher in a licensed preschool or similar is required.

Work Location: One location