

Covenant Presbyterian Preschool

Position Description: Lead Teacher in Preschool

How to Apply: Please send cover letter and resume to Kathleen Grabert, Preschool Director, at Kathleen.Grabert@covenantpresby.org.

JOB REQUIREMENTS:

1. Degree in Child Development or Early Childhood Education is preferred
2. Prior teaching experience with young children
3. Health Certificate upon employment and every two years thereafter; tuberculin test required upon employment.
4. Infant/Child CPR certification and Pediatric First Aid training
5. Physical stamina to meet the needs of preschool children
6. Provide references attesting to demonstrated dependability and exemplary work habits
7. Knowledge of developmentally appropriate practice as defined by NAEYC

RESPONSIBILITIES:

1. Be familiar with and abide by the Policies & Procedures of Covenant Presbyterian Preschool and Standard Practice at Covenant Preschool, as well as school philosophy, mission statement and the NAEYC Code of Ethical Conduct and Statement of Commitment.
2. Work hours are 8:30 AM to 1:00 PM.
3. Be responsible for use and maintenance of central supply areas such as resource room, storage closets, and pantry area
4. Maintain an inventory sheet of classroom equipment and submit written request for new equipment.
5. Establish goals and objectives and plan appropriate weekly curriculum. Plans will be available to Director at least one week in advance, if requested. Coordinate plans with teaching partner and other age level teachers when applicable.
6. Prepare or secure materials needed to implement daily plans.
7. Conduct all daily activities with assistance from co-worker.
8. Direct assistant teacher in such a way as to maintain effective work relationships.
9. Work with children and assistant to maintain an orderly environment by establishing routines for clean-up and other activities.
10. Observe, record, and file observations of significant behavior. Report findings in writing to parents at scheduled conferences or whenever appropriate. Maintain daily anecdotal records and e-mail/distribute to families anecdotes at least once monthly in addition to the newsletter.
11. Produce and distribute monthly newsletter. Be sure to include description or explanation of learning taking place in classroom.
12. Keep all communication with families at a professional level.
13. Attend and participate in staff meetings, parent meetings, retreats, professional workshops, and training opportunities.
14. Participate in staff team meetings held monthly .

15. Discuss with Director any problems regarding individual children or working conditions within the classroom.
16. Maintain confidentiality regarding individual children, parents and co-workers. Share judiciously with other teachers information regarding a child.
17. Contribute to the social, emotional, physical, intellectual, and spiritual growth of teach child.
18. Follow grievance procedures concerning problems with co-workers.
19. Lead Teachers report directly to the Preschool Director.