

## **First Baptist Church Weekday Preschool Lead Teacher Job Description**

The Lead Teacher is one who has experience working and teaching preschool children. Love and commitment to children is required while maintaining a professional character.

### **ESSENTIAL RESPONSIBILITIES AND STAFF COOPERATION**

- Provide and maintain a Christian environment that encourages children to grow physically, emotionally, mentally, socially, and spiritually.
- Perform assigned duties as requested by the director.
- Give each child the attention needed to assure his/her best welfare. This includes meeting physical and emotional needs such as eating, toileting, playing, working, health care and safety needs.
- Maintain an open line of communication with director.
- Each class will have the opportunity to display their work on the bulletin board for one month of the school year. Lead Teacher will sign up for their class's designated month and should have their decorations up by the end of the first week of the month.
- Be prompt and on time, habitual tardiness will be counseled.
- Remain compliant with attendance policy (found in staff handbook).
- Remain compliant with dress code policy (found in staff handbook).
- Remain compliant with cell phone use policy (found in staff handbook).
- Be aware of our accountability policy (found in staff handbook).

### **COMMUNICATION REQUIRMENTS (PARENTS AND STAFF)**

- An evaluation needs to be completed for each child at the start of the school year, mid- school year, and at the end of the school year. These will be kept in the child's folder until the end of the year.
- Ensure weekly "Classroom News" sheet is completed for your class and sent home for every student on Thursdays. This can be emailed or posted on your classroom's Facebook Page.
- Parent and teacher conferences will be required in January to provide a detailed update regarding the child's progression this school year.
- End of year parent and teacher conference is optional; however all evaluations need to be sent home during the last week of school.

### **COMMUNICATION REQUIREMENTS BETWEEN STAFF**

- All staff should read and respond promptly to emails when applicable.
- Attend monthly staff meetings held the first Wednesday of each month.
- Each teacher and assistant will be observed during the school year (1 announced, 1 unannounced) followed up with a post-observation meeting.
- Director will make time each quarter to communicate with staff individually to address any concerns from the staff.
- Lesson plans should be readily available for view.
- Lesson plans need to be turned in a week prior to being taught.
- Director will be present in classrooms throughout the school day.
- Director will be available to assist with children causing continued distractions in the classroom.
- The Director will go to the Public Library to collect books requested by the teacher for upcoming lesson plans. Please have your request turned in ahead of time.