

**Maranatha Baptist University**  
**KIDDIE KAMPUS PRESCHOOL & DAYCARE**  
**Job Description**

**Job Title: Lead Teacher**

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<b>Department:</b>	Preschool	<b>Supervisor:</b>	Preschool Director
<b>Employee Name:</b>		<b>Employee Classification:</b>	Full-Time
<b>Prepared by:</b>	Melissa Chapman	<b>Date Updated:</b>	2/16/2017

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**SUMMARY:** A child care worker who plans, implements and supervises the daily activities for a designated group of children and meets the qualifications under s. HFS 46.05 (1) (d).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plans a program of study that, as far as possible, meets the individual needs, interests, and abilities of the students.
- Follows a classroom schedule, with few exceptions, so that consistency is maintained.
- Prepares for classes assigned and turns in written evidence of preparation to the preschool office on Mondays.
- Maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Encourages students to set and maintain appropriate standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and, to that end, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Implements by instruction and action the preschool's philosophy of education and instructional goals and objectives.
- Adheres to the policies, regulations and procedures of the preschool.
- Assesses the accomplishments of students on a regular basis and communicates those accomplishments with parents as needed.
- Gives parent/teacher conferences opportunities twice a year (May and October).
- Works cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Attends workshops, training sessions, etc. to satisfy continuing education requirements.
- Maintains accurate, complete, and current records as required by law, preschool policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct
- Attends staff meetings.
- Develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.

- As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

### Lead Teacher Responsibilities

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- **Daily**
  - Implements daily lesson plans
  - Maintains a classroom environment that is neat and conducive to learning
  - Maintains the staff work areas by following the organization procedure for the Storage Room and making sure items used are placed back where they belong.
  - Encourages children to follow classroom rules and to develop positive social skills.
  - Maintains a current attendance record of children, so that the teacher is aware of the number of students in her class at all times.
  - Fills out the proper forms on accidents or medications, as needed. Also, record each incident in the log book.
- **Weekly**
  - Plans and submits lesson plans to preschool office by Friday
  - Communicates with parents either by written or verbal notice
- **Monthly**
  - Attends staff meetings
  - Submits a paragraph of classroom events for the monthly newsletter
  - Attends continuing education workshops, classes, etc., as needed.
- **Quarterly**
  - Helps plan and participate in special parent events
- **Semester**
  - Develops student evaluations and discuss student strengths/weaknesses at parent/teacher conferences in May and October
- **Yearly**
  - Meets with the director for a performance appraisal

**SUPERVISORY RESPONSIBILITIES:** Directly supervises the assistant teacher and students in their classroom.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

Minimum educational requirements - completed one of the following:

- Two courses for credit in early childhood education
- Certificate from the Registry indicating the applicant is qualified as a child care teacher
- 48 credits from an institution of higher education with 3 credits in early childhood education
- An Associate's Degree in Early Childhood Education
- Bachelor's Degree in Elementary Education

**Must have** 80 full days or 120 half days of experience in a licensed center or elementary school program.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be capable of lifting a child up to 50 pounds.

The employee must be able to squat down to child's eye level.

The employee must be able to lead movement activities with children (includes stretching, twisting, bending, jumping, clapping, etc.)

**EVALUATION:** Performance of this position will be evaluated under the provisions of this description and policies of the Kiddie Kampus Preschool & Daycare Staff Handbook by the preschool director.