

JOB DESCRIPTION

Position: Lead Teacher

Reports to: Preschool Director

Position Status: Full Time/Part Time

Department:

Effective: **4/2019**

Created:

Replaces

Page: **Page 1 of 3**

Division Head Approval _____

Human Resources Approval _____

PURPOSE:

The purpose of this position is to plan weekly lessons, actively supervise, and implement developmentally appropriate curriculum, for the children enrolled in the Early education program of EFCC Preschool. In addition, this position requires partnering with parents and families in guiding preschoolers to honor God by living like Jesus by offering a high quality, developmentally appropriate, biblically based education in a loving, safe and nurturing environment.

JOB RESPONSIBILITIES AND DUTIES:

1. Maintains confidentiality of children, families and staff.
2. Develop and implement weekly lesson plans, using the approved Curriculum(s), to encompass current program goals
3. Provide age appropriate activities to promote social, physical, cognitive, creative, and self-concepts and spiritual growth of the child
4. Sets up classroom environment according to specifications in curriculum and Environment rating system.
5. Create a safe and healthy environment and maintain cleanliness (including toys/materials)
6. Utilize classroom materials and routines as resources to provide an environment that promotes learning and appropriate development levels, interests and special talents of the child
7. Responsible for constant visual supervision of children at-all-times and implementation of rules and practices that provide and foster discipline in the child
8. Responsible for observing and evaluating children's developmental progress and outcomes towards developmental goals in a natural setting, for the completion of the screening and developmental assessments and meeting with parents as needed to share the child's developmental progress.
9. Develop and implement methods to utilize classroom volunteers, aides, and parent volunteers through daily ongoing communication and by maintaining an open and friendly relationship.
10. Maintain and update written records and reports in a timely manner
11. Participates in staff meetings and other required trainings, an occasional evening or weekend may be required

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

JOB SKILLS/ABILITIES:

1. Communication:

- Convey information effectively, gracefully and accurately to children and adults
 - Awareness and understanding of others' reactions to situations and adjusting actions in relation to them
 - Giving full and appropriate attention to what others are saying
 - Communicating effectively in writing as appropriate
 - Knowledge of early childhood education developmentally appropriate practices
2. Computer skills, including Microsoft Office (Word, Excel, Outlook, PowerPoint etc)
 3. Is flexible, self-motivated, has a passion for preschool age children and a comprehensive understanding of their needs and development.

OTHER:

1. Works a schedule and receives time off and other benefits as outlined in the *Emmanuel Faith Community Church Employee Handbook*, Version Date: July, 2009.
2. Serves on committees as assigned.

TRAINING AND DEVELOPMENT:

Is willing to develop professionally as well as personally and spiritually by personal study, attending seminars classes, retreats etc.

JOB QUALIFICATIONS:

1. Endorses without reservation the doctrinal statement of Emmanuel Faith Community Church as stated in our Constitution.
2. **Preferred** - BA Degree with emphasis in Early Childhood Education or Child Development that would require a minimum of 24 units in Early Childhood Education or Child Development including core units required
 - Completion of two (2), years of experience teaching preschool age children.
 - Must have and maintain a State of California Child Development Teacher, Master Teacher, Site Supervisor Level Permit or a Child Development Associate (CDA) credential.
 - Bilingual (Spanish/English) preferred

Minimally - AA Degree with an emphasis in Early Childhood Education or Child Development with a minimum of twelve (12) units in Early Childhood Education (ECE), including core units required.

- Completion of (1) year of experience teaching preschool age children.
 - Must have and maintain a State of California Child Development Teacher Level Permit or a Child Development Associate (CDA) credential.
 - Bilingual (Spanish/English) preferred
3. Complete EMSA certified First Aid and CPR training and keep current
 4. Complete Physical with clearance to work in an early childhood classroom, negative TB test, Proof of Immunizations (specifically Pertussis, Measles) and Annual Proof of Influenza vaccine (or statement declining)
 5. Complete and pass CDSS mandated Reporter Certification.
 6. Agree to a background check and fingerprinting according to Ca. State Law

PHYSICAL REQUIREMENTS:

Ability to function independently and ability to speak and write on matters relating to church administration, management, and stewardship; Physically able to lift-up to 35 lbs. (with or without assistance). This position also may require prolonged periods of sitting, standing up and walking.

EMPLOYMENT AT-WILL:

All employees of Emmanuel Faith Community Church are at-will, and as such, are free to resign any time without reason. Emmanuel Faith Community Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period-of-time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period-of-time.

No manager, supervisor or employee of Emmanuel Faith Community Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Senior Pastor of Emmanuel Faith Community Church has the authority to make any such agreement and then only in writing.

I have read and received a copy of my job description. I understand this, overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Name/Signature

Date

PURPOSE:

The purpose of this position is to support the operations of the Preschool by filling in as site supervisor during operating hours when the Preschool Director is offsite, providing mentoring/training for teaching staff and to support the Preschool Director in operational tasks of the Preschool. This position also requires that all biblical teachings be in accordance with EFCC's calling, commitments and practices by partnering with parents to make disciples of children who will honor God by living like Jesus.