



## **Lead Teacher Job Description**

### **OBJECTIVE**

- To promote the mission of Woodbury Lutheran Church and Preschool by providing excellence in Christian early education and leadership

### **REQUIREMENTS**

- A personal, growing faith relationship with Jesus Christ
- Great love/passion for young children and families
- Patience and flexibility
- Good communication skills / Ability to establish warm rapport with children, parents, and staff
- BA degree in early childhood education or elementary education
- Current teaching license preferred
- Minimum two years teaching experience preferred

### **RESPONSIBILITIES:**

- Provide an excellent early learning experience, encouraging the development of skills needed for Kindergarten success
- Plan and implement learning activities guided by the ECIP, Core Knowledge, and WLP curriculum goals
- Model the love of Christ in treating each child with dignity and respect.
- Provide an ECIP/Curriculum driven weekly lesson plan, copies to be given to parents/Director prior
- Prepare a short monthly newsletter/calendar for parents/director
- Set up each day and maintain a developmentally appropriate classroom environment for children.
- Ensure normal functioning/routines of the early education classroom (i.e. attendance, daily preparation of the environment, record keeping, written reports, classroom safety checks, cleanliness, etc.)
- Prepare lesson plans with the needs of the individual child in mind, with concern for interests, special talents, special needs, or unique learning style and developmental level
- Maintain documentation from ongoing authentic observations of each child's development
- Prep./schedule Parent-Teacher conferences/reports twice per year
- Prepare fall/spring DRDP evaluations to be kept in each child's file
- Provide positive behavioral guidance and role modeling
- Develop a warm partnership and maintain open communication with parents.
- Prepare environment and materials prior to the opening of school
- Maintain early, ongoing communication with director regarding children exhibiting behavioral or developmental challenges, following established policies
- Insure the safety/welfare of children at all times and protection of each child from physical or psychological harm
- Participate in regular and seasonal cleaning, inventory of materials and environment
- Provide written guidelines for substitutes.
- Give positive guidance and direction to teacher assistants and volunteers
- Attend staff meetings and all functions of the early childhood program
- Maintain a professional attitude at all times with children, parents, staff, and visitors
- Be aware of and comply with Rule 3 licensing requirements and all personnel policies of WLP
- Take part in professional and spiritual growth activities, as required

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Reports to Director / Administrator

Ten month appointment / Salaried position