



## Job Description and Qualifications

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Job Title:	<b>Preschool Lead Teacher</b>
Department:	Preschool
Position Schedule:	School Year, September - June
Position Status:	Exempt, not eligible for overtime
Reports to:	Beverly Burmark
Date:	June 2017

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### **Purpose**

The Lead Teacher at Chapel Hill Preschool is responsible to the Preschool Director and plans and implements a developmentally appropriate curriculum that accomplishes the stated purposes of the school.

### **Primary Duties**

1. Set up and maintain an appropriate classroom environment for young children that reflects a Biblical worldview.
2. Plan and implement a developmentally appropriate curriculum for preschool children that includes thematic content and cognitive, motor, social and self-help skills as indicated on the annual Student Progress Report.
3. Prepare a daily written lesson plan, monthly units, and an annual curriculum overview.
4. Give guidance to teacher assistants and volunteers.
5. Keep accurate written records of each student's developmental progress.
6. Conference with parents regarding their child's progress.
7. Participate in staff meetings, devotional times, and in-service training.
8. Participate in professional organizations, conferences, and ongoing studies to insure continued personal and professional growth.

### **Knowledge/Skills/Education**

The Lead Teacher must be professionally trained with at least two years' experience working with preschool-age children in a classroom setting. Teachers should have at least a CDA Credential or an associate degree in early childhood education. A baccalaureate degree in early childhood or child development is preferred. If the degree in a related field, the program should document the amount of coursework specifically related to early childhood education. The Lead Teacher must be a Christian by faith, affirmation, and example.

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