



Job Description and Qualifications

Job Title: **Preschool Lead Teacher**
Department: Preschool
Position Schedule: School Year (September – June)
Position Status: Exempt, not eligible for overtime
Reports To: Beverly Burmark, Director of Preschool
Supervises: None
Date: June 2019

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.

All employees are required to pass a criminal background check prior to start of employment.

All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.



Job Description and Qualifications

Job Title: **Preschool Teacher Assistant**
Department: Preschool
Position Schedule: School Year (September – June)
Classification: Hourly, non-exempt
Reports To: Beverly Burmark, Director of Preschool
Supervises: None
Date: June 2019

PURPOSE

A Teacher Assistant at Chapel Hill Preschool is responsible to the Preschool Director. Under the direct supervision of the Lead Teacher, the Teacher Assistant will help plan and implement the classroom curriculum. They are an integral part of the instructional team.

PRIMARY DUTIES

1. Help implement a developmentally appropriate curriculum.
2. Help maintain a safe, clean classroom environment.
3. Participate in devotions, meetings and in-service training as assigned.

KNOWLEDGE/SKILLS/EDUCATION

Staff who work directly with children must be 18 years of age or older and demonstrate the appropriate personal characteristics for working with children. This person will be at least a high school graduate or equivalent. They must be a Christian by faith, affirmation, and example.

Assistants are encouraged to complete / maintain a CDA credential and/or other professional development trainings, including First Aid/ CPR

All employees are required to pass a criminal background check prior to start of employment.

All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.