



## **Lead Teacher-All Classes Job Duties**

### **Mission**

We provide a faith-based education in a safe, family-like environment. By encouraging curiosity, exploration, and learning we seek to nurture each child's head, hands and heart. We work cooperatively with parents to understand the uniqueness of each child, and provide a structured environment adapted to the needs of the individual.

### **Classroom Management (under the supervision of the Executive Director)**

- Provide active, fully engaged supervision of the children
- Understand classroom management and early learning teaching methods
- Maintain a safe, orderly and supportive classroom by modeling expected behavior and standards and promoting positive interactions
- Establish and maintain age appropriate behavior management strategies.
- Provide direction support to fellow staff members assisting in the Specials Enrichment classroom.
- Follow positive discipline guidelines in accordance with our school behavior policies
- Ensure that the classroom follows all relevant regulations and standards
- Maintain records of each child's attendance and progress.
- Record significant incidents and experiences in Parent Communication book
- Summary of parent/teacher conferences should be in child's folder within one week after conferences
- Complete teacher evaluation forms for independent schools and give to Executive Director for review
- Share in responsibilities of setting up snack, lunch and diapering and potty duties with Assistant Teacher.
- Ensure blessing is said before each meal

### **Lesson Planning and Curriculum Development (under the supervision of the Director of Curriculum and Finance)**

- Create daily, weekly and monthly lesson plans and learning activities for students based on the Creative Curriculum and Teaching Strategies Objectives of Learning and Development. 3s and Pre K teachers should also follow Handwriting without Tears lesson plans and objectives and Pre K teachers should incorporate Orton Gillingham training.
- Deliver high-quality, engaging instruction in the form of discussion, direct teaching, hands-on learning, demonstrations and independent practice using a variety of methods.
- Prepare and turn in weekly lesson plans to Director of Curriculum and Finance. Ensure lesson plans are in adherence to the preschool curriculum and follow the age level Curriculum Map
- Ensure lesson plans are developmentally appropriate.
- Differentiate lessons when needed to give all students access to the curriculum regardless of ability, instructional level, English proficiency or level of interest in the subject.
- Work with other age level lead teachers to ensure curriculum goals are met and assist with assessment goals and other relevant issues.
- Provide a developmentally appropriate classroom environment that reflects children's learning and growth.

- Plan, direct, and implement stimulating and creative developmentally appropriate experiences and activities for age level taught, with emphasis on social/emotional development and language experiences.
- Follow children assessment schedule as outlined in the Teacher Guide
- Lead fall and spring conferences

### **Staff Relations**

- Work closely with administration, assistant teacher and other faculty for a broad total program consistent with the philosophy and objectives of the school as outlined in the TPC staff handbook, TPP Staff Handbook and the NAEYC Code of Ethics.
- Discuss weekly lesson plans and activities with the assistant teacher prior to each upcoming week.
- Follow guidelines in Staff Handbook when dealing with concerns or issues with coworkers or Administration

### **Parent Communication**

- Maintain an open communication with parents. Make recommendations to parents and to the Executive Director for students' progress in the program of the school.
- Lead classroom meetings during Meet the Teacher and Parents Night
- Send out monthly newsletter to families by the 1<sup>st</sup> of each month and copy the Director of Curriculum and Finance and Executive Director. Please post on board outside classroom door.
- Follow bulletin board rotation.
- Display class schedule and weekly lesson plans on board outside of classroom door.
- Maintain close communication with parents
- Send out weekly email communication every Sunday evening
- Invite a parent from each family to participate in the classroom at least once during the year
- Respect the confidentiality of information
- Schedule and prepare written comments for conferences with parents

### **Staff Responsibilities**

- Work hours: 8:30 am- 1:15 pm, Monday through Friday. This is a 9 month position from August through May with the possibility of five weeks of summer camp.
- Participate in bimonthly staff meetings and scheduled teacher workdays.
- Maintain CPR and First Aid qualifications, complete Darkness to Light training and complete 24 hours of professional development courses annually.
- Abide by all rules as stated in the TPC Staff Handbook, the TPP Staff Handbook and the NAEYC Code of Ethics.
- Respect the confidentiality of information
- Participate in morning and afternoon carpool as assigned.
- Order supplies as needed for the classroom through the Administrative Assistant.
- Instill a love of learning in each child.
- Follow preschool procedures for absences
  - Notify the Director of Curriculum and Finance of your absence prior to 7am, preferably the day before.
  - Notify assistant teacher and provide her with appropriate plans for each day the lead teacher is absent.
  - Written requests for personal leave in excess of paid annual leave must be approved in advance by the Director of Curriculum and Finance, (see contract for number of annual leave days)
  - Teachers should not be absent from school except for excused absences after Spring Break. All PTO should be taken before Spring Break to be approved.
- In case of accident/injury to child:

- Notify the Executive Director
  - The Executive Director will determine treatment
  - The Executive Director will notify parent of accident and follow up with phone call the same day
  - Complete all forms and ensure a copy is signed by the Executive Director and parent. This form should not leave the school and must be kept in a file in the Administrative office.
  - If minor first aid, administer from first aid kit in your classroom or at the Administrative Assistants desk.
- Help maintain a clean and safe environment for the children in your classroom. Follow preschool wide cleaning procedures.

### **Preschool Communications**

Post on board outside classroom an up to date copy of:

- Weekly lesson plan
- Monthly calendar
- Daily schedule
- Class List
- Fire exit plan and tornado procedures

On clipboard in classroom please have:

- Attendance sheet
- Carpool list

Please post in classroom:

- CPR/ emergency procedure
- Allergies and other pertinent medical information~ Special Medical Needs
- Sick child symptoms
- Handwashing procedures
- Classroom cleaning and disinfecting (and diapering if needed) procedures.

In Emergency Bag

- Emergency Guide
- Any child allergies and special medication
- Student Information Cards
- Student Resumes and Emergency information
- First aid kit