



Position Description

for

Preschool Lead Teacher

Overview: Faith Harbor United Methodist Church (FHUMC) is a growing church that has the need for a Lead Preschool teacher. Teachers must model a commitment to Jesus Christ as well as being committed to the values and vision of FHUMC:

“A Beacon of Hope in a broken world.
We seek to Anchor Our Lives in the life, teachings,
death and resurrection of Jesus as Lord.
We strive to Share God’s Love in our daily lives
as we reach out In Joyful Service.”

Responsibilities: Lead Preschool Teachers are responsible for the early education of children in their care and implement an engaging and developmentally appropriate curriculum that follows the standards for the North Carolina Division of Early Childhood Education. These responsibilities include but are not limited to:

1. Develop and deliver interactive learning programs designed to engage and educate young children.
2. Supervise and ensure safety of children at all times.
3. Be alert to the needs of children as individuals and as a group and establish and enforce rules of behavior for children in their classrooms.
4. Adapt teaching methods and materials to meet the interests and learning styles of children. Work with preschool director and teacher’s assistant to create enriching curriculum that helps move children as individuals and a group toward meeting our stated developmental goals
5. Plan and implement activities and projects that support children's learning in the area of Christian culture, holidays and values.
6. Keep classroom shelves, counters, storage areas and bathrooms clean, orderly and free of clutter.
7. Prepare snack for children and sit with them while they eat (simple snacks, goldfish...). Also sit with children while they eat lunch.
8. Offer two individual parent/teacher conferences per year with each family in assigned class.
9. Attend Open House. One per year in the evening.

10. Be familiar with and follow all Preschool and FHUMC Policies detailed in the FHUMC Employee Handbook, and the Faith Harbor Preschool Parent Handbook.
11. Maintain punctual and consistent attendance.
12. Keep preschool administration informed of any special needs or concerns about individual children.
13. Attend all staff meetings, in-service training, set up/clean up days and team planning meetings.
14. Write informative parent newsletters monthly.
15. Fill out all required paper work in a timely manner. This includes, but is not limited to accident reports, incident reports, curriculum plans and team meeting reports.
16. Communicate frequently with parents in a professional and respectful manner. Areas of concern about children should be discussed with preschool director first, then communicated to the parent by a teacher or preschool director, not a teacher's assistant.
17. Communicate with colleagues and administration in a professional and respectful manner.
18. Keep developmentally appropriate practice in mind when planning for and communicating with children and families. Provide tools and resources for children to use and explore during learning and play activities.
19. Represent the preschool and the FHUMC in a positive manner both on campus and off.

Qualifications: Qualified candidates will exhibit a love of sharing the Gospel with children, while providing a nurturing, safe, and supportive learning environment that is stimulating and conducive to learning. A desire to make a difference in the lives of the students and a commitment to professionalism is highly desired.

Competencies: Candidates must have a minimum of five years experience working in an early childhood classroom with a variety of curriculums, along with developing developmentally appropriate lesson plans and portfolios. A Child Development Associate Credential (CDA) is required, but an Associate's or Bachelor's degree in Early Childhood Education or a related field is preferred.

Job Type: Part-time. Weekly: Tuesday, Wednesday, and Thursday, 8AM - 1PM. Faith Harbor Preschool operates annually from September to May. Planning starts in August. Pay is \$15/hour. Staff will be paid for hours to support staff meetings, open houses, and other events outside normal school hours.

Working Conditions: Most of the job responsibilities will take place in the Faith Harbor Preschool building which is indoors and is environmentally controlled.

Physical requirements: The physical requirements are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee should be able to:

1. Lift and carry at least 30 pounds.
2. Sit on the floor or a low chair and to squat down to be at eye level with children for up to 15 minutes at a time.
3. Stand and walk for up to one hour at a time.

Maintain a level of physical fitness that allows for keeping pace with the activity level of young children.

Other Information: This position is contingent upon the completion and cleared background check. This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the right to add, modify, change or rescind the work assignments of different positions and, when possible, to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between FHUMC and its employees.