



201 Cedar Street \* Smithfield \* VA \* 23430 \* (757) 357-3659 \* mytumcpreschool@gmail.com

## **Pre K4 Lead Teacher Job Description**

*\*Bachelor's Degree in Education Required  
(Early Childhood or Elementary Education Degree Preferred).*

**POSITION SUMMARY** The Early Education Lead Teacher is responsible for the academic, social-emotional growth and development of all children in their care. The teacher develops partnerships with parents/guardians, and works collegially with other staff members of TUMCP.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Develops and implements weekly plans.
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Perform on-going developmental assessments of their students in order to address the individual needs of each child. (Initial, mid-year, end of year).
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily caregiving routines and plans to the interests and needs of the individual child and the group.
- Prepare developmental progress reports (mid year and end of year).
- Completes child transition and orientation of the classroom with parents. (Meet the Teacher)
- Maintain ongoing, open communication with parents/guardians.
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.
- Liaison with children's families to ensure smooth transition from home to Preschool setting and transitions from classroom to classroom when needed.
- Assist families with children's transitions from toddler to preschool and from preschool to kindergarten.
  - PreK 4 Teacher will use VDOE Kindergarten Readiness Standards to determine readiness.
- Maintain accurate, complete and timely records including daily attendance records.
- Maintains up to date emergency forms, curriculum plans, individual child development profile and other records as needed.

- Completes and reports any symptoms of child abuse to Director and/or CPS. (including excessive absences)
- Completes daily health checks regarding hygiene, safety, and overall well being of the children.
  - Assures a healthy, safe, clean and developmentally appropriate environment for children.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Staff must believe in and act in accordance with TUMP's mission and vision statement.

### **SKILLS & ABILITIES**

- Early Child Development knowledge and experience. (2 or 4 year degree preferred). *PreK 4 Position required Bachelor's degree in Education.*
- Ability to use the VDOE Kindergarten Readiness Standards as a tool to plan meaningful instruction.
  - Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.

### **PHYSICAL REQUIREMENTS**

- Required to submit yearly "Staff Health Report."

### **FOR CONSIDERATION**

Send cover letter and resume to Director, Meredith Parks - [mytumcpreschool@gmail.com](mailto:mytumcpreschool@gmail.com)