

Early Childhood Lead Teacher

Summary

The Ville Early Learning Ministry is a Christian based preschool and childcare for children ages 6 weeks – 5 years. Our staff work together as a community encouraging each other and placing Jesus as the center of all.

Lead teachers are expected to organize, supervise, implement classroom programming, follow all scope and sequence and curriculum.

Each lead teacher will be assigned children following the ratio standard for Indiana.

Lead teachers will maintain open and effective communication with families.

Position:

Full-Time

Salary:

Based on experience and education

Job Responsibilities

- Reports to Early Childhood Director
- Lead and direct Assistant and Flex Teachers with in your classroom
- Classroom Administrative Duties
- Follow policies of TVELM
- Follow Paths to Quality and State Standards
- Attends all training and staff meetings
- Complete required yearly professional development and continued education
- Supervise staff and volunteers in the classroom
- Maintain confidentiality of all families and staff
- Keeps an accurate record of all training and continued education to ensure renewal of your CDA
- Ensures classroom supplies are adequate to perform job duties
- Check email each day and respond to requests in a timely manner

- Implement teacher-parent conferences
- Ensures new families are prepared to enter your classroom
- Ensure Health and Safety of all students
- Follow State Academic Standards to help students reach developmental and academic milestones
- Shares the love of Jesus through One in Christ Curriculum
- Develop and implements daily lesson plans
- Daily cleaning and sanitizing of classroom and classroom contents
- Diaper Changes and/or Potty training
- Ability to be flexible based on the needs of the center daily
- Communication with families is highly effective
- Continually updates our communication app with students information for families throughout the day
- Creates monthly bulletin boards
- Lesson plan preparation prior to lesson implementation
- Engage children as individuals in a way that allows them to maximize their abilities.
- Ensure all children in the program are assessed according to scope and sequence and Ages and Stages.
- Support children in their social/emotional, physical, cognitive and creative growth.
- Assist children as they discover literacy and math skills and encourage learning to help them find school-day success.
- Effectively uses TVELM behavior guidance techniques to help children develop the ability to become self-disciplined.
- Maintain daily, open communication with all program parents and be a resource for your assigned classroom children and their families.
- Observe children and communicate regularly to parents about their progress in the program.
- Communicate child concerns and family needs to the preschool team and make appropriate referrals with the EC Director
- Participate regularly in family events sponsored by and for the center
- Ability to listen and accept instruction and guidance. Be teachable.
- Ability to work in a close knit teamwork environment

Essential Skills

- Work is primarily performed in a classroom environment. TVELM environment is dynamic with a high level of activity. Work may also be performed at community sites.
- Applicant must be able to lift 50 pounds
- Stand up to 95% of the day
- Assume postures in low level positions that best allow physical and visual contact with children
- Must be able to sustain a high level of energy
- Bend to perform various tasks numerous times throughout the day
- Stoop, sit on the floor
- Have the ability to move from a seated position to a standing position promptly to respond to emergency situations
- Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
- Both indoor and outdoor environments are typically found in a childcare/preschool. Depending upon activities and season it may be required to be outdoors for regular, prolonged activities.
- Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well being
- Must be able to excel in an ambiguous and continuously changing, competitive environment
- Applicate will need to be flexible and be able to respond quickly and appropriately to changing situations
- The applicant will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of children

Required Qualifications

Minimum Requirements:

High School Diploma

CDA Credential or willingness to obtain CDA within 1 year of employment

Minimum of 1 year working with children ages 6 weeks - 5 years or willing to train and learn through hands-on experiences while seeking educational growth through professional development.

Ability to work as a team and maintain a positive work environment, support staff and enforce Center/program rules consistently.

Bonus Education:

Associate Degree in Early Childhood/Child Development

Bachelor Degree in Early Childhood/Child Development

A degree in a related field with course work specifically related to Early Childhood Education.