

## **Job Description: Lead Preschool Teacher**

### **Imagination Station Preschool @ First Presbyterian Church**

*Children are a blessing and a gift from the Lord. Psalm 127:3 CEV*

The mission of Imagination Station Preschool is to prepare children for kindergarten by helping them develop the skills they need to become confident, self-assured and happy young children. We believe in teaching children by example and that the values that come from the heart – compassion, generosity, kindness, respect, self-responsibility – are as important at this stage of development as academic values. We are a part-time preschool dedicated to the education of the emotional intelligence of the child and the well-being of the entire family.

Our staff fosters positive learning experiences through love, respect, quality education and professionalism.

#### **Expectations**

We expect Lead Preschool Teachers to be educated, kind, loving, fun, professional and creative.

Lead Teachers should instill a love of learning in their students, and focuses on helping each individual student learn at his or her own pace. Lead teachers should be reliable and independent.

#### **Responsibilities**

- The Lead Preschool Teacher is a full-time position with the following responsibilities.
- Maintain the integrity of our program by implementing appropriate activities and lessons in our curriculum.
- Responsible for the safety of all assigned children at all times.
- Ensure facility and all equipment is clean, well maintained and safe at all times.
- Set-up and maintain room arrangements according to EC standards.
- Implement an active, engaging Circle Time, Learning Time and Bible Time.
- Provide monthly calendar of goals, words, poems, focus group and activities.
- Follow our monthly character development themes and implement activities related themes.
- Maintain classroom brightwheel and communication with parents a minimum of once per week.
- Introduce new experiences to students.
- Use appropriate behavior management and classroom discipline.
- Attend monthly staff meetings, weekly team meetings.
- Maintain a minimum of 10 CEUs earned per year.
- Supervise Preschool Assistants.
- Any other duties as requested by the Director/Assistant Director