

Sardis Presbyterian Church Position Description

Position: Preschool Lead Teacher

Reports to: Director of Sardis Weekday School

Classification: SWS Staff, Part-Time, Salaried, Non-Exempt

Position Overview:

The Preschool Lead Teacher is accountable to the Session through the Sardis Weekday School Steering Committee, supervised by the Director of the Sardis Weekday School, by being responsible for serving the school by providing an age-appropriate educational program for pupils in the preschool program.

Minimum Qualifications:

- Bachelor's Degree in Early Childhood Education or related field required
- 2+ years' experience working as a lead teacher with children in a classroom setting
- Caring and nurturing attitude towards children
- Excellent verbal and written communication skills
- Demonstrate a strong Christian faith

Desirable Qualifications:

- Experience Microsoft Office and PowerPoint

Primary Duties and Responsibilities:

- To teach the adopted course of study as assigned by the Director
- To provide a planned learning experience in order to motivate pupils, best utilize the available time for instruction
- To develop lesson plans, instructional materials, and teaching methods in order to adapt the curriculum to the needs of individual pupils
- To establish clear objectives for all lessons, units, and projects, and communicate those objectives to children
- To establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom, and provide guidance in developing qualities of good citizenship
- To evaluate pupil's academic and social growth, keep appropriate records, prepare progress reports, and communicate with parents on the individual pupil's progress through teacher-parent conferences
- To identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
- To create a functional and attractive environment for learning
- To create indoor and outdoor activities to facilitate creative play, motor-skill activities, and safety
- To select and requisition books, instructional aides, and supplies, and maintain required inventory
- To plan and coordinate the work of teacher assistants and other staff members

Other Functions

- Attend weekly all-staff meeting and other meetings as needed
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula
- Cooperate with the Director of the Sardis Weekday School by performing other duties when assigned.