

## **Job Description: Lead Teacher**

### **Primary Role/Function:**

1.1 Plans and carries out teaching activities designed to guide and facilitate the learning and development of each child in the Preschool Program by the Preschool (PS) ministries policies and curriculum guidelines of Kalihi Union Church Preschool & Kindergarten (KUCPK).

### **2. Job Responsibilities:**

2.1 Assumes care, supervision, and guidance for all KUCPK Program children in assigned class.

2.2 Observes and evaluate each child's growth and development in the program and report findings to the child's lead teacher.

2.3 Communicates with parents through oral, written, and HiMama app for sharing the child's development at home and in school.

2.4 Prepares and presents subject areas that may include one or more: social studies, art, music, movement, reading, science, storytime, and Bible lessons according to Abeka curriculum guidelines.

2.5 Helps children develop positive self-images and experience success.

2.6 Encourages the exploration of interests and developmental social skills.

2.7 Developing schedules and routines ensuring physical activity, rest, and playtime.

2.8 Teaches children how to play fairly with others.

2.9 Observes, assesses, and documents each assigned child's health, skills, behavior, growth, and development.

2.10 Identifies any physical or mental development concerns in assigned children.

2.11 Meets with parents to discuss concerns and development.

2.12 Optimizes children's developmental, intellectual, and social achievements in class activities.

2.13 Provides leadership and guidance to other staff and colleagues.

2.14 Creates and leads a supportive, nurturing learning environment that encourages responsibility and motivation.

2.15 Maintains a safe and orderly classroom environment.

2.16 Develops and maintains positive relationships with children and parents.

2.17 Adheres to all health/safety and sanitation procedures and helps keep learning areas tidy and safe.

2.18 Participates in faculty meetings, school and church activities, and professional development activities.

2.19 Strives to keep self-informed of the current trends in early childhood education by professional reading and participation in professional learning opportunities (credit courses and in-service workshops).

2.20 Works with the Preschool Director, fellow teachers, and aides to develop, integrate, and evaluate the total PS program.

2.21 Maintains required and pertinent records: attendance, health, etc., of assigned class.

2.22 Performs other similar duties as assigned by the Preschool Director.

3. Qualifications:

- 3.1 A mature believer committed to Jesus Christ as Lord and Savior.
- 3.2 Attends and is active in a local Bible-based church.
- 3.3 Knowledgeable in early childhood development, learning principles, activities, and practices.
- 3.4 Able to deal and speak effectively with young children, help plan and carry out relevant activities.
- 3.5 Understands and accepts the goal and basic educational philosophy of Kalihi Union Church Preschool as described in the KUC Preschool Staff Handbook.
- 3.6 Able and willing to work as a team member.
- 3.7 Education and Experience-Experience must be in an early care & education-related setting. A preschool teacher shall meet one of the following qualifications (minimum):
  - 3.8.1.1. Degree in early childhood or child development from an accredited college or university with six months of experience working with children.
  - 3.8.1.2. Bachelor's Degree (any field) from an accredited college or university with 12 credits in early childhood and child development and 6 months of experience working with children.
  - 3.8.1.3. Bachelor's Degree (elementary education) from an accredited college or university with six credits in early childhood and child development and six months of experience working with children.
  - 3.8.1.4. 60 credits in a degree program with a Certificate in Early Childhood (16 credits) and one year of supervised teaching experience.
  - 3.8.1.5. CDA (Child Development Associate Credential) with one year of supervised teaching experience.

3.8 Current First Aid and CPR Certification.

- 4. Valid food handling permit or willing to obtain one.
- 5. Successful completion of background check, fingerprinting, and drug test.

6. Supervision:

6.1 The Preschool Teacher will be under the supervision of the Preschool Director.

7. Miscellaneous:

- 7.1 The Preschool Director will establish areas not covered in this job description.
- 7.2 The Preschool Director will revise this job description in accordance.