

Coker UMC Early Learning Center Lead Teacher

- TITLE:Lead teacher
- FLSA DETERMINATION: Non-exempt
- ACCOUNTABILITY: ELC Director
- MINISTRY/DEPT:Children's Weekday Ministries
- Date prepared/revised: January 18, 2011

SUMMARY OF POSITION:To execute a daily program in line with ELC goals and beliefs for 12 month through kindergarten
PURPOSE:To provide and nurturing Christian environment that strives to meet each child's spiritual and cognitive needs appropriate to their age and ability.

ESSENTIAL FUNCTIONS & PRIMARY TASKS:

- ◆ Greet and assimilate each child upon arrival into school and into the classroom
- ◆ Provide a stimulating environment conducive to the social, emotional, physical and intellectual development of the child on an individual basis
- ◆ Learn interests and needs of children in your class
- ◆ Insure the health, welfare, and safety of each child in the class
- ◆ Supervise the children at ALL times
- ◆ Plan and implement curriculum with weekly lesson plans (form) & coordinate necessary supplies
- ◆ Keep school records on attendance and child's progress
- ◆ Attend staff meetings as announced
- ◆ Prepare class newsletter pertaining to class activities
- ◆ Help with care of ill and injured children
- ◆ Attend in-service workshops and Continuing Education training
- ◆ Maintain and follow state licensing guidelines for cleanliness of classroom & appropriate child interaction
- ◆ Be available for parent conferences as needed or requested

SKILL & EDUCATIONAL REQUIREMENTS:

- ◆ Must be 18 years of age or older
- ◆ Previous pre-school/school experience or college experience in a child/teaching related program for preschool
- ◆ Must have a high school diploma or GED
- ◆ Must have at least 2 years experience in the child care field
- ◆ *Teaching Certificate or qualified required for Kindergarten teacher
- ◆ Must agree to a criminal background check

ORGANIZATIONAL RELATIONSHIPS:

- ◆ Communicate and interact with ELC Director on all matters relating to ELC
- ◆ Parents and children
- ◆ Relate and communicate effectively with assistant teacher
- ◆ Communicate with director, co-workers and CUMC staff

WORKING CONDITIONS:

- ◆ Must be able to work a schedule as noted in yearly Teacher Agreement
- ◆ Attend workshops for Continuing Education as required by state licensing rules
- ◆ Assist with bathroom needs as apply to diapering, toilet training or trained children in compliance with state guidelines for cleanliness of hands/surfaces with these procedures
- ◆ Maintain clean toys/surfaces with Clorox solution/3-step sanitation procedures daily or monthly as applies

- ◆ Ability to pick up to 30-40 lb children as required in younger age groups, if applies

NEEDED ATTRIBUTES:

- ◆ Effectively work and communicate with young children and adults
- ◆ Organizational skills for planning and coordinating curriculum and child management
- ◆ Ability to work with special circumstances such as behavior issues, children with special needs, parental relationships, staff differences
- ◆ Promote philosophy of the ELC, that through Christian caring each child is helped to grow in independence to develop his/her own unique talent and ability
- ◆ Flexibility
- ◆ Positive Attitude; Professionally and enthusiastically promoting ELC