

Lead Teacher of Weekday Preschool

General Focus

The mission of the weekday preschool is to provide a high-quality educational opportunity for two, three, and four year olds in a Christian environment. The preschool should prepare students with readiness skills for an academic oriented early childhood school experience. The Lead Teacher will need to ensure that a cooperative relationship between teachers and parents exist to meet the physical, emotional, social, spiritual, and intellectual needs of the children enrolled in the preschool program. The weekday preschool is a fully-integrated program within the church and will cooperate with other ministries to meet the overall mission of the church.

Areas of Responsibility:

1. Be familiar with the mission and vision the church has set for itself, to understand how these influence the Weekday Preschool, and how the Weekday Preschool integrates with and supports the mission/vision of the church.
2. Attend to all necessary and appropriate administrative responsibilities, which include: employment, supervision, and evaluation of staff; student enrollment and placement; and curriculum planning and management.
3. Coordinate professional development workshops and seek resources to assist teachers.
4. Oversee use of curriculum program to address the physical, emotional, social, spiritual, and intellectual needs of the children enrolled in the preschool program. Keep abreast of current trends in the development of preschool education and modify the curriculum as necessary to meet the changing times (e.g., technology applications).
5. Coordinate group learning (e.g. daily story time) and resource individuals to enrich the instructional program (e.g. visits from police department).
6. Incorporate and encourage the use of technology and means of electronic communication tools for student learning.
7. Attend to financial matters relating to the school which include proposing and managing a budget approved by the Young Christian Formation Committee, collecting tuition and fees associated with program, purchasing materials, maintain bank records, and submission of appropriate quarterly financial reports to the appropriate committee.
8. Arrange for substitute teachers and develop a plan to be utilized when the Lead Teacher is to be absent from work.
9. Provide periodic parent meetings to discuss and seek input on concerns relating to instruction, child development, the role of parents in preschool education, and policies/procedures of the school.
10. Assist in planning and promoting parenting events, which would create interaction between parents with children in the preschool program and church staff and/or parents of children of similar age who attend Churchland Baptist Church.

11. Coordinate with Churchland Baptist Church Website Manager to maintain an updated preschool webpage and utilize social media to promote preschool opportunities.
12. Utilize multiple avenues including but not limited to print, online sources, and community partnerships to promote and market educational opportunity.
13. Foster and maintain regular communication with parents using various means as preferred by parents (i.e., phone, e-mail written communication).
14. Disseminate parent surveys (mid-year and year-end) and solicit feedback to continually improve the program.
15. Complete and submit annual religious exemption documentations to Virginia Department of Social Services.
16. Supervise student discipline concerns.
17. Schedule annual fire and health inspections and conduct monthly fire drills.
18. Ensure playground and equipment is maintained to a safe standard.
19. Attend Vision Team and other meetings for Churchland Baptist Church, as required.

Education:

1. Associate or Bachelor's Degree in Early Childhood Education or education related field (required).
2. Prior experience teaching (2-5 years) and working with young children (required).
3. Prior experience (at least 1-3 years) directing/supervising a weekday preschool program (desired).

Skills/Abilities:

1. Demonstrate an ability to listen to and communicate with people of all ages; the ability to work with other adults, parents, and guardians, and children.
2. Employ outstanding communication and interpersonal skills.
3. Possess leadership, as well as managerial and organizational skills.
4. Be flexible, approachable, and inspire positive collaboration.
5. Demonstrate ability to relate sensitively to children, parents and staff.
6. Possess knowledge of Bible and Christian principles.

7. Demonstrate proficient use of technology programs (i.e., Microsoft Office, e-mail, electronic alert system, social media platforms, etc.).

Supervisory Relationship:

This position is a part-time position supervised by the Minister of Children, Youth, and Young Adults.

Supervisory Responsibilities:

The Preschool Lead Teacher will be the direct supervisor for the weekday preschool teachers. Work with staff to set individual goals and education plans.
Conduct formal performance reviews for teachers and lead regular staff meetings.
Identify personnel problems and take appropriate action as deemed necessary.

***To apply for the position, send a resume and cover letter to
Jenny Hodge at churchlandbaptistyouth@gmail.com***