

Montgomery Community Church Preschool Job Description

Title: Lead Teacher
Classification: Part-time, 7-20 hours/week
Benefits: None
Purpose: To ensure a safe and stimulating classroom environment where preschoolers are actively engaged and encouraged to succeed, while understanding their cognitive, social, emotional and physical development.

Responsibilities

General

- Becomes familiar with Ohio Department of Job and Family Services Child Care Center Manual (ODJFS CCCM). Ensure all preschool policies and state licensing rules are met.
- Creates account in Ohio Child Care Referral and Resources Association (OCCRRA).
- Develop a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of the classroom.
- Implement educational curriculum by developing individual and group activities based on developmentally appropriate practices and Ohio Early Learning Standards.
- Encourage teaching team success through modeling and coaching.
- Skilled in communicating with both preschoolers and parents to meet the needs of the preschoolers, effectively guide teacher assistant, and resolve parental concerns.
- Maintain frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences.
- Ensure a healthy classroom environment—including maintaining appropriate hygiene and cleanliness standards and safety and security of preschoolers.
- Supervise teacher assistant to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate records, forms and files.

Volunteers

- Supervises room parent volunteers.

Other

- Convey MCC's Christian message and carry out its mission by exemplifying and promoting biblical values and fostering life-giving relationships with staff and preschool families, while serving in this ministry role. Such actions include offering prayer, encouragement, and comfort in both personal and work relationships.
- Give full commitment in work and deed to support the faith, tenants and cultural expectations of MCC.
- Foster high levels of cooperation and effectively work in a team environment with quality relationships and respect for each staff's giftedness and unique abilities.
- Ability to work with a teachable heart, good attitude, and unified spirit.

Performance Expectations

- Arrives on time.
- Attend all staff meetings and evening events.

Qualifications

Knowledge and Experience

- Agreement with MCC Constitution, Beliefs Statement, Mission, and Vision.
- Team building skills, strong organization and self-initiative, follow-through, task orientation, ability to see the big picture, and exceptional relational ability.
- Bachelor's degree in education, child development, early childhood education or related field approved by the ODJFS. Must be from an accredited college or university.
- Must clear full background check per ODJFS and renew every 5 years.
- Must pass health screening and complete a Medical Statement, signed by a physician.
- Infant/Child CPR and First Aid Certification.
- Required to complete the staff orientation training as prescribed by ODJFS within 30 days of hire date.
- Complete Child Abuse Recognition and Management of Communicable Disease training and renew before expiration date.
- After first year of employment, complete 6 hours of professional development training each year.

Personal Characteristics/Skills

- Relational
- Detail oriented
- Reliable
- Excellent communication skills

Spiritual Gifts

- Teaching
- Encouragement
- Leadership
- Service

Reports to MCC Preschool Director