

# First Presbyterian Preschool

**Title of position:** Lead Teacher

**Qualifications:** Associate Degree in Early Childhood Education or a CDA Child Development Associate, Bachelor's Degree in Early Childhood Education preferred

## **Function of the Job**

The Lead Teacher will plan and implement learning experiences that align to the foundations of The Creative Curriculum *for* Preschool. The Lead Teacher will use their knowledge of child development to plan age-appropriate activities that support the educational theories supported within the selected curriculum. The Lead Teacher shall implement learning experiences that are play-based, hands-on, open-ended, and authentic to the children's everyday lives. The Lead Teacher must create a positive learning environment that respects every child's development and abilities. When challenging behaviors arise, the teacher must use positive reinforcement and Conscious Discipline when directing a child's behavior within the classroom. The Lead Teacher must always provide supervision of children at all times. The Lead Teacher must commit to completing 20 hours of Professional Development every two years within the OPR to remain in compliance with SUTQ standards.

## **Duties and Responsibilities**

1. The Teacher will be at preschool 9:00 am to 4:30 pm, Monday through Friday
2. Plan curriculum in detail for the class.
3. Implement daily program.
4. Arrange for field trips and write thank you notes for trips.
5. Decorate the room with bulletin boards, pictures, children's artwork and other hangings.

6. Sit with the children while they eat their snack and lunch.
7. Keep classroom, storage rooms and bathrooms clean, neat and orderly.
8. Conduct individual conferences with the parents of each child at least once yearly and report a written evaluation at least twice a year.
9. Be familiar with and follow all Preschool policies
  
10. Keep the Administrator informed in advance of program needs.
11. Report to the Administrator any special needs or problems of individual children.
12. Report to the Administrator any cases of suspected child abuse or neglect.
13. Attend regular staff planning and evaluation meetings.
14. Handle behavior needs promptly and in accordance with stated policy on behavior guidance guidelines.
15. Contribute to monthly newsletters.
16. Complete all trainings, background checks, medical statements or other trainings or documents required by the licensing entity.
17. Anything else deemed necessary by the Administrator.

### **Evaluation**

Evaluation of the Lead Teacher will be the responsibility of the Administrator. The Lead Teacher will be of good character, possess adequate physical and emotional health, be equipped by education, training and/or experience for the work they are to perform, and meet the educational requirements as prescribed by the Ohio Department of Education, Rules for Preschool Programs, Chapter 3301-37.

### **Procedures for Evaluation**

In order to promote optimum employee performance, the employee will be evaluated annually by the Administrator. The contents of all performance

evaluations become a part of the employee's personal record. A written self-evaluation and evaluation statement shall be written prior to the performance review by the Administrator and discussed and amended during the evaluation. The employee is required to sign the evaluation. The signature does not necessarily indicate agreement with the content of the evaluation.

### **Procedures for Termination**

An employee will be subject to termination for actions including, but not limited to the following:

1. Child abuse/neglect
2. Falsification of employment information or failure to provide necessary information within 30 days of request.
3. Insubordination
4. Use of drugs or alcohol while on duty
5. Use of profanity on the premises or in the presence of children
6. Smoking on the premises
7. Deliberate or malicious damage to an employee or Preschool property.
8. Violation of confidential information
9. Pattern of tardiness
10. Unreasonable absenteeism
11. Theft of property belonging to the Preschool or an employee.

The Administrator is not required to give an employee a two week termination notice for unprofessional performance. Employees dismissed involuntarily will receive compensation for earned salary.

**I understand the terms and requirements stated above as a Lead Teacher at First Presbyterian Preschool.**

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Employee Signature

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Administrator Signature

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Date

June 8, 2021

**Terms of Employment**

Hours/Days	Monday-Friday, 9:00 AM –4:30 PM
Specification	September 2, 2021 – May 27, 2022
Salary	\$20,000 for 9 months, 18 or 24 pays
Sick Leave/Paid Time Off	3 paid sick days per school year
Maternity/Paternity Leave	Unpaid
Procedure When a Substitute is Needed	Call Administrator before 6:00 AM
Insurance Provided	None
Retirement Plan	Social Security
Professional Growth & Development	Fees for required First Aid, Child Abuse, CPR and Communicable Disease classes and other continuing education classes at discretion of Preschool Board of Trustees
Jury Duty	Paid for up to 5 days of jury duty service, not counted as the use of Sick Leave