

JOB DESCRIPTION
LEAD TEACHER

Salary Range: \$18 - \$22 / hour

Hours: Part Time Position

Qualifications: Four-year Bachelor's degree or progress towards Master's Degree in Early Childhood Education or related field. Experience working with groups of preschool age children required. Must have ability to relate well to children and adults (parents as well as other staff members.) Must have the ability to supervise one or more assistant teachers.

Responsibilities: Responsibilities include but are not limited to:

1. Teaching a class of children in a manner consistent with the philosophy and the goals of The Vine Church. This includes:
 - a. Treating each child with dignity and respect.
 - b. Planning activities, which will encourage each child's growth in the areas of emotional, social, cognitive, physical and spiritual development.
 - c. Recognizing and considering the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents and interests, style and pace of learning.
 - d. Helping children learn to think creatively, to solve problems independently, and to respect themselves and others.
2. Being responsible for the arrangement, decor, and learning environment in the classroom, keeping in mind that work done by the children should take precedence over decorations made by adults. Responsible for upkeep of educational materials and equipment. (Remove equipment needing repairs.)
3. Being responsible for reporting to the director any equipment repairs or replacements needed, maintenance needed in the room or elsewhere in the building or on the playground, and supplies that need to be reordered.
4. Planning and carrying out conferences with the parents of the children in the class. Keeping records on the children's development.
5. Generally promoting a good rapport among staff members.
6. Attending all staff meetings and programs sponsored by Vine Preschool.
7. Actively seeking to continuously update skills by attending outside workshops and conferences whenever possible, by becoming active in professional organizations, and by constantly seeking new ideas and materials for use in the classroom with the children or to share with other staff members.
8. Maintaining the records that are required by the Virginia Department of Social Services and Vine Preschool policy.
9. Maintaining strict confidentiality regarding children and their families.
10. Maintaining professional conduct and attitudes in working with parents and staff as well as visitors and the general public.