



City Kids School

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## Kindergarten Lead Teacher Job Description

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### I. Position Description

The Kindergarten Teacher is part of a classroom teaching team that develops and provides a nurturing and responsive learning environment that meets the needs of enrolled children. The teacher is responsible for preparing and implementing developmentally appropriate curriculum activities for the class.

*Lead Teacher Responsibilities include but are not limited to the following:*

### II. Responsibilities

#### Curriculum Development/Teaching

- Arrive at school in enough time to be adequately prepared for each session.
- Plan, implement and supervise age-appropriate curriculum activities using knowledge of child development, child observations and program objectives.
- Plan, prepare and inform your Teaching Assistant of the weekly and daily lesson plans. Be prepared to show the director or parent if asked.
- Set Goals and objectives based on children's needs, interest, developmental level, taking learning styles and children's culture into consideration.
- Supervise Teaching Assistant (i.e.: set up duties, oversee activities within the Teacher Assistant Job Description).

#### Interactions with Children

- Interact with children in a respectful, kind manner, treating each child with dignity, as a unique and worthy creation of God.
- Bends low for child level interactions
- Observe and record children's skills and behaviors
- Consider individual children in relationship to their culture
- Use positive guidance techniques and work to assist children in meeting their needs
- Assist children in practicing behaviors that encourage their independence while becoming a part of a group.
- Care and interaction with children are the first priority, limit activities which remove the teacher from the children, reserving maintenance tasks for before or after class, whenever possible.

#### Parent Interaction & Communication

- Communicate with parents in a positive manner.
- Use parents' names when greeting/communicating with them
- Send home regular newsletters informing parents of classroom activities
- Provide information to parents about their children as well as pass on general child development information
- Treat parents as partners
- Respond to concerns expressed by parents.

### Staff Interactions

- Maintain open communication with Director and other staff members to create a team atmosphere.
- Attend all staff meetings and staff workdays
- Shall work together with other Teachers of the same age group to maintain consistency in the program
- Support and implement the goals and philosophy of the school
- When a concern arises, go to the person, and discuss the issue with them first.
- Look for ways to be helpful
- Look for ways to improve the program

### Environmental Expectations

- Set up and maintain a safe, clean, and developmentally appropriate learning environment
- Be instrumental in planning for change of the physical environmental layout of the room and rotating the learning materials to meet the needs of the children.
- Maintain a safe and healthy environment
- Keep all storage areas clean and organized

### Recess

We recognize the importance of play in child development. Children will counterbalance the life in the classroom during recess which will assist them in relating with others and managing stress.

- Supervises students at playtime and lunchtime and maintains a harmonious atmosphere by encouraging peaceful resolution of conflicts
- Organizes group games and activities as needed
- Teachers will strategically place themselves around the lunchroom and the playground to ensure children's needs are being met
- Directs movement of groups and transitions to and from playground, lunchroom, and classrooms in a safe and organized manner
- Assists co-workers as you see the need
- Reports disciplinary and other concerns to the classroom teacher and or to the school director

## III. Employment Standards

### Professionalism:

Kindergarten Teacher shall be an actively professing Christian with a positive attitude. Shall always maintain a professional demeanor as a representative of school leadership in correspondence, verbal communication, and presence, representing the School Director & City Ministries with the highest standard of integrity.

### Education/Experience:

- Shall have a B.A. or B.S. degree from an accredited college. A degree in Child Development, or ECE initial certificate would be preferred.
- Have an ECE initial certificate or equivalent within five years from being employed or promoted into this position
- Initial Basic Training: Child Care Basics (30 hours)
- Complete all STARS requirements annually
- Maintain current in CPR/First Aid, HIV/BBP training

**Work Status:** Full/Part Time

**Supervisor:** School Director