

Bright Beginnings Preschool
at Ankeny First United Methodist Church
Job Description

JOB TITLE: Lead Teacher

REQUIREMENTS:

- A. Education Level: Minimum of a Child Development Associate (CDA) Credential. Prefer a B.S. Or B.A. in Early Childhood Education or Education degree with Early Childhood Endorsement.
- B. Experience Desired: Minimum of one year teaching experience; previous work in a preschool program.
- C. Other Requirements: Ability to pass all state child care licensing requirements

REPORTS TO: Preschool Director and Preschool Board
RECEIVES GUIDANCE FROM: Preschool Director, Preschool Board, AFUMC Christian Education Director

- Coordinates and oversees Teacher Associate
- Ensures compliance with Iowa Child Care Licensing, CACFP, and Preschool policies and procedures
- Makes home visits and conducts conferences as set out by Teacher Contract Schedule
- Creates a safe, nurturing indoor/outdoor child centered learning environment
- Creates appropriate curriculum plans in keeping with the overall philosophy of Bright Beginnings Preschool and the individual needs of the children. Plans submitted to Director for review one week prior to use.
- Maintains appropriate, accurate records on each child focusing on development and individual goals including cognitive, health, nutrition, and emotional and special needs.
- Maintains communication with parent/guardian regarding children's progress in the classroom and sets goals.
- Requests needed classroom equipment and supplies.
- Attends staffings for children with identified special needs to provide insight on child's growth and development.
- Eats snack with children, modeling appropriate table manners while promoting appropriate table discussion.
- Participates in family orientation and parent meetings
- Coordinates classroom newsletter
- Participates in weekly team and program meetings
- Participates in First Aid, CPR, mandatory child abuse, and all other trainings required by Bright Beginnings Preschool and AFUMC.
- Participates in pre-service and in-service training that is consistent with current duties and future career goals.

- Maintains accurate, complete, confidential records as required by state and federal standards and Bright Beginnings policies. Submits reports in a timely manner.
- Maintains prompt and regular attendance.

ADDITIONAL DUTIES:

Carries out all guideline requirements of the Department of Human Services, and other applicable entities. Performs other duties as assigned by the Director or Preschool Board.

PRINCIPAL WORKING RELATIONSHIPS:

Will interact with children (ages 3-5), some with special education needs; their parents; the immediate classroom staff; including the teacher associate; the Preschool Director; the AFUMC staff; the Preschool Board.