



Woodside Christian Preschool

TK Lead Teacher Job Description

Woodside Christian Preschool provides a unique preschool experience in a loving and caring Christian environment. Being a child's first educational experience is a vital opportunity for us to lay the foundation for each child to develop their God-given potential. Working at Woodside Christian Preschool should be an enjoyable and rewarding experience for all members of our staff who feel called to come alongside young children and their families, giving them the best early years of education we can offer. Our staff clearly enjoy and appreciate being with children, are proud of their role in the school, and add to children's healthy Christian experience.

This position serves a specific classroom by providing leadership to run an organized and safe learning environment, being alert to the needs of students individually and as a group. Job duties include, but are not limited to:

- Supervise and ensure the safety and well-being of the children at all times, being attentive to the needs or problems of the children as individuals and as a group.
- Plan and implement daily activities according to the curriculum for the assigned class.
- Guide the Teacher's Assistant regarding lesson plans and student management.
- Prep craft/art activities and decorate the bulletin boards.
- Keep the classroom, storage room, tables, and bathroom clean and orderly.
- Assist the teaching team with student needs – redirecting children with social/emotional learning opportunities, and providing comfort and/or guidance to students as needed.
- Communicate with parents/guardians through Brightwheel messages, reminders, and weekly "at a glance" lesson plans.
- Participate in IU IEP meetings if needed.
- Attend workshops and professional development seminars.
- Handle disciplinary issues with grace and seek direction from the Director if needed.
- Availability needs to be Monday – Friday from 9:00 am - 2:15 pm.

Qualifications

A prospective Lead Teacher must comply with one of the following qualifications. (Any exceptions would be under the consideration of the Director and the Pastor).

1. ****Be a graduate of an accredited 4-year college or university with a teaching certificate.**
2. Be a graduate of an approved 4-year college or university and submit documentary evidence of the successful completion of a minimum of 20 semester hours in child development, early childhood, or elementary education.
3. Be a graduate of an approved 4-year college or university and submit documentary evidence of at least 2 years of successful experience as a teacher in a preschool or kindergarten school.

**** Preferred**