

FISHERS UMC PRESCHOOL LEAD TEACHER

Fishers United Methodist Church

2024 - 2025 School Year

Revised March 2024

Reports to: Preschool Director

Type of Position: hourly/one-year position subject to renewal

Starting Pay: \$20.00/hour

Qualifications

The person selected for this position must have a college degree from an accredited school with an education-related area of study. Other degrees/certifications are acceptable if there is a strong aptitude (which will be decided by the director and the preschool board) for teaching young children. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, relate well with children and colleagues, have a Christian perspective and lifestyle showing Christ-like love to children, parents, and fellow workers, and fulfill all responsibilities in accordance with Fishers United Methodist Preschool Staff Handbook.

Responsibilities

Will include, but not be limited to the following:

- Plan and implement engaging curriculum that aligns with the Early Childhood Foundations. Use this curriculum to prepare daily lesson plans and distribute monthly calendars to families.
- Establish a developmentally appropriate classroom schedule/routine while respecting the schedules regulating the use of common areas and equipment.
- Attentively supervise students at all times. No person, other than the teachers, the director or the assistant director is to be alone with the children unless otherwise approved by the director.
- Help with general housekeeping tasks in the classroom that include cleaning tables, disinfecting toys, taking out the trash, etc.
- Keep the classroom decorated and well organized to maintain an appealing learning environment.
- Record daily attendance.
- Collect data throughout the year to complete progress records for each child in the class.
- Notify parents of any injuries that occur and follow protocols for documentation.
- Submit copies of monthly calendars and parent communication to the director.
- Keep inventory of classroom equipment and supplies. Notify the director when additional supplies are needed.
- Be aware of all reported classroom expenses and remain within the classroom budget.

Relationships to Students and Families

- Greet students individually as they enter the classroom to make them feel comfortable and welcome.
- Provide open communication with families with daily Brightwheel updates, monthly calendars, newsletters, emails, and phone calls as needed.
- Treat children and families with dignity and respect in every situation.
- Speak positively to children at all times.
- Consult with the director regarding ongoing, difficult behavior or any other observable concerns.
- Be sensitive to the child who may be experiencing a changing or emotionally upsetting situation in his/her life.
- Always be aware of safety needs of children.
- Nurture an attitude of respect and confidentiality as you speak with parents regarding their children. Keep notes in a personal notebook that you may need to refer to in the future.
- Utilize and supervise parent volunteers in your classroom.
- Be available to discuss parental concerns and report concerns to the director.

Other Duties

- Be present from 9:15 a.m. through 1:45 p.m.
- Work with the director and assistant director in accomplishing the goals of Fishers UMC Preschool.
- Attend all staff meetings and recommended training.
- Wear neat, clean, and comfortable clothes. Nice-looking jeans are permitted.
- I.D. badges are to be worn at all times.
- Cooperate with the director and other staff members in activities involving the whole program.
- Be informed of all emergency evacuation plans and be able to demonstrate these at any time.
- Inform the director and assistant director immediately if for any reason you must be absent from your teaching duties. You are responsible for providing the daily lesson plans/prepared materials for the day and for finding a substitute teacher to cover your absence.
- Adhere to all health and sanitary standards.
- Maintain CPR/AED certification.
- Keep professional, open, trusting communication with all staff members.
- Bring concerns and/or questions to be discussed at Preschool Board meetings to the director who will be the teacher representative to the advisory board.
- Participate in a yearly meeting with the director to evaluate current performance and discuss goals for the future.
- Always adhere to program policies and procedures as well as maintain a professional attitude.
- Represent Fishers United Methodist Church at all times.
- Other duties as assigned by the director.