

FISHERS UMC PRESCHOOL LEAD TEACHER

Fishers United Methodist Church

2025 - 2026 School Year

Revised August 2025

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 Indiana Early Childhood Standards. 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, EYSC staff, 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.
- 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.
- Always speak positively to children.
- 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 the safety needs of children.
- Notify parents of any injuries that occur and follow protocols for documentation.
- Nurture an attitude of respect and confidentiality as you speak with parents regarding their children.
- Utilize and supervise parent volunteers in your classroom.
- Plan and attend at least two entire class events/activities for parent(s)/VIP(s) to engage with students. One is to be during the school day and the other during the evening.
- Consistently utilize conscious discipline techniques while engaging with students.

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.
- 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.

Acknowledgement

I have received and read a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor.

Employee Signature

Date

Employee Printed Name

FUMC Supervisor Signature

Date

FUMC Supervisor Printed Name