

JOB DESCRIPTION
LEAD TEACHER/WEEKDAY PRESCHOOL MINISTRIES
FIRST UNITED METHODIST CHURCH
LAKELAND, FLORIDA

Revised: Aug, 2016
FLSA: Non-Exempt / FT

General Qualifications:

A Lead Teacher in the First Steps Preschool shall be grounded in basic Christian doctrine, having and professing faith in Jesus Christ. He/she shall agree to uphold the Staff Social Covenant and Church Personnel Policies. He or she must have a thorough understanding of and shall demonstrate knowledge, skill, and ability in the field of early childhood education.

Occupational Summary:

A Lead Teacher plays a leading role in planning, teaching, and organizing age appropriate classroom activities and is responsible for total classroom operation. Other duties may be assigned which are not listed.

Reports to:

Director and/or Associate Director of Weekday Preschool (First Steps) of First United Methodist Church

Work Performed:

- Prepares lesson plans
- Implements curriculum activities and guides support staff in implementation
- Assesses children's educational, social, and emotional needs
- Participates in staff development
- Complies with program guidelines and rules
- Establishes and maintains positive rapport with families
- Builds and maintains rapport with assistant teacher and other support staff

Education/Training/Licensure:

- A 2 or 4 year degree in Early Childhood Education or related field preferred, or a minimum of a high school diploma with a commitment to continuing education at a rate of at least three applicable college classes per year until 2 year degree is obtained
- 25 in-service hours (annually from 7/1 - 6/30) in continuing education courses
- A minimum age of 21 years
- Florida Child Care Professional Credential and 40-clock-hour Introductory Child Care Training comprised of Part I and Part II courses required through the Department of Children and Families

Skills:

- Knowledge of developmentally appropriate practices in early childhood education
- Knowledge of appropriate strategies for observation and assessment of young children
- Demonstrates ability to relate well with people of varied socioeconomic and educational backgrounds

- Excellent communications skills
- Well organized
- Ability to model appropriate behaviors within a variety of settings

Work Experience:

- At least one year experience in a child care setting such as preschool program, kindergarten, church volunteer or other relevant experience

Major changes in job descriptions must be approved by the Staff Parish Relations Committee.