

Head Teacher Job Description

First Trinity Preschool

Transforming our world, one life at a time, through the power of God's living Word.

Teacher Qualifications:

- ◆ Bachelor's Degree: Early Childhood Education degree preferred
- ◆ Experience in Early Childhood Education: at least three years teaching experience in early education preferred
- ◆ Demonstrate a transformed life and a living relationship with the Lord Jesus Christ

As a Classroom Manager:

- ◆ Keep up to date developmental records in a secure location for children in the class.
- ◆ Prepare biannual assessments of the children's progress in February and May and periodic communication to parents regarding growth of the child. Submit a copy of biannual assessments to the Director.
- ◆ Be available for parent conferences.
- ◆ Write lesson plans and make them available to Director upon request.
- ◆ Provide written guidelines for substitute teachers.
- ◆ Give support, guidance and direction to assistants and volunteers.
- ◆ Be aware of, and comply with, all personnel policies, guidelines and directives of First Trinity Lutheran Church and Preschool.
- ◆ Provide a Christ-centered and loving environment for the children.
- ◆ Follow all procedures set forth by the Director.

As an Educational Leader:

- ◆ Plan and implement the program for a class of children in accordance with the policies and philosophy of the school and First Trinity Lutheran Church.
- ◆ Work together with Preschool faculty in curriculum planning.
- ◆ Attend scheduled Preschool faculty meetings.
- ◆ Assist Director in public relation events sponsored by the Preschool.
- ◆ Stay current on early education practices for the age group you lead.
- ◆ Attend all school related functions for your class and / or the entire school deemed appropriate by the Director, including but not limited to the following - Ice Cream Social, Christmas Program, Open House, Sunbeam Sunday, and the end of the year Celebration.
- ◆ Create a seasonal parent newsletter.

As the Leader of Classroom Climate:

- ◆ Set up and maintain a developmentally appropriate classroom environment for the young children.
- ◆ Be responsible for the order and cleanliness of the classroom.
- ◆ Treat each person (staff, children, and parents) with dignity and respect.

Preschool Director

Date

Director of Transformation Ministries

Date

Teacher

Date