

Lead Teacher Job Description

VISION STATEMENT

In the Beginning Preschool is passionate about teaching children. We partner with our families to nurture student's strengths, guide their curiosity, inspire their learning, celebrate their differences, and strengthen their relationship with God. We strive to create an environment which fosters confidence, acceptance, respect, and love.

MISSION STATEMENT

The purpose of In the Beginning Preschool is to provide a safe, loving, Christian environment to guide the emotional, social, spiritual, and educational development of children.

PHILOSOPHY AND PROGRAM

Our theme-based program emphasizes building social skills by celebrating our uniqueness and diversity through our shared experiences. We foster each child's self-esteem while developing their natural creativity through reading, science, music, art, math, structured and informal play. We give your child many opportunities to play and explore in a loving and nurturing Christian environment.

Policies and Procedures:

All Leads reports to the Director

Communicate to the Director all concerns regarding teachers, students, or parents.

- Report to Director on any learning disabilities and behavioral problems of individual children. Help your Assistant in classroom behavioral management.
- Collaborate with your Assistant and Director in remedial plans for students to ensure continuity and success of the student and entire class.
- Report to the Director and your Assistant any suspected cases of child abuse or neglect. Please document.
- Be alert to the needs and/or problems of the children individually and as a group.
- The assistant will be the main disciplinarian during SSS, JJJ when dealing with her/his students' behavioral problems. Please make sure you and your assistant are consistent in how you discipline.

Be familiar with and follow all preschool policies both in the employee and family handbook.

Evaluation of job performance will be done once a year, in conjunction with periodical job reviews to support you.

Evaluate your students in the beginning of the year and again in late winter/ early spring. Parent-Teacher Conferences vary from year to year as to the formality of the meetings. Please, see the calendar for exact dates of your conferences. Must offer one evening to your parents for conferences during this week if needed by your families.

Keep focused on the children and conversations centered on them during preschool hours.

Arrive each morning at 9:00 AM – leads get paid for a total of 5.5 hours per day (leads are REQUIRED to be on campus for 4.5 hours, the additional 1 hour is at your discretion).

Cell phone usage:

- Emergency use only during school hours.
- Cell phones silenced and put away at meetings.

Building keys are for teaching use only and no duplication or sharing permitted.

Check your mailbox daily.

Teaching staff are required to attend Chapel, Library Time, and Art from the Heart (AFTH).

Both the Lead and the All-Staff meetings from 1:30 – 2:30 pm are mandatory.

The Back2School meeting is mandatory to help train and prepare this ministry for the new school year.

Field Trips: one per year and will vary in timing and whether hosted on campus or off. All paperwork and fees associated with your class field trip is collaborated with our Office Administrator (Carlene) and completed by the Lead.

Required to be certified or recertified for CPR, First Aid, AED, and Blood Born Pathogens every 2 years. Must have a one-time TB Test. Must give proof of MMR vaccination or Titer test results.

If you are absent: planned or emergency:

- Must find substitute teacher if unable to work and communicate it to your Assistant and Director
- When you know you will be absent, make sure you write it in the Director's calendar, the days and who is subbing.
- Any personal leave of absence that is more than 5 days must be submitted in writing/email to the Director and communicated to your Assistant.
- All absences, including leaving early and arriving late is communicated to your Assistant and Director.
- Lesson plans and resources will be readied for Assistant when absent.

Comply with FC's Safe Church Policy (Copy in office.) Background checks Level 1 for current employees, new employees, the director, office administrator and treasurer are level 3 and good for 2 years. In the odd years, WSP checks are done on all current employees. Every employee must go through the Safe Church Policy training on Child Abuse Awareness as we are mandatory reporters for the State of Washington. The Ministry Safe background checks and training are emailed to you in August. Carlene will notify you when she has ordered the training. Both the background checks and training must be completed by the Friday before the Labor Day.

- Bouncy Bunnies teachers (Lead and Assistants) and the Director are required under DCYF licensing requirements to get fingerprinted. One time only.

Use the teacher code when making copies upstairs (#22222). Please only use the office copier for one or two copies. Please, make sure you take 'colored' paper from the Preschool office to use in the church's copier. Cardstock can only be fed through the side door. Best to copy onto cardstock when Pam is present.

Complete 30 hours of Merit training by the end of the first year, you are employed – June 30. Each year afterwards, complete at minimum of 10 hours of Merit training by June 30.

You may complete all 10 hours by June 1 if you desire starting in January - June 1.

*Merit hours are on a different calendar year than the preschool: July – June of each year.

Supply Fee is used for the following purchases:

- Digital printing
- Wipes and/or special cleaning supplies
- Student Gifts ie. birthday, holiday, mother's & Father's Day /graduation / end of year
- Journals
- Miscellaneous classroom subscriptions
- Special supplies you want for your class and our students.
- Small classroom items: CD players, file holders, etc.

Support:

Support our missions: (support can mean prayers to actively participating in the mission)

- Advent & Easter Holy Seasons
- Fundraisers - occasionally throughout the year
- Various ITBPs committees: Scholastic Book Club, Parking Lot Guardians,
- Faith Church – missions (variety throughout the year)

Support and participate in these school wide activities:

- Open House
- Fall Harvest Festival (CYFM host, we are the support)
- Christmas Program
- Community Preschool Fair Open House (January)
- Mother's Day Teas
- Art from the Heart Art Walk & Spring Concert
- Graduation for the Pre-K

Prep and Planning

Prep work for the instructional day must be done prior to the student's arrival. Do not use recess time to get 'prep work' done as your full attention is needed to ensure the safety of your students. All prep work should be completed outside of preschool hours except for utilizing your SSS and JJJ time.

Classrooms must be ready by 5 pm on the Friday before our Open House in September.

Required to leave the lesson plan and the next day curriculum ready and available for your Assistant or acting lead to utilize in the event you are absent: planned or emergency. Your substitute should not have to 'make up' the lessons as you are given planning time to prepare ahead of time.

Unless the Director informs you, you can set up your classroom on Mondays and Thursdays after preschool for the next day of instruction.

Offer volunteer opportunities for your parents to participate in. Be specific as to what you want them to do. Volunteer opportunities should be offered from October through April of each school year. These opportunities can take many forms: party organizer, mystery reader, help with big projects, etc.

Curriculum preparation is the responsibility of the Lead. Your Assistant can help when their daily job duties are done and within the 4.5 scheduled workday. If the Assistant chooses to help you after their 4.5-hour day, it will be their own time.

Leads must turn in their yearly curriculum to the Director by the last Friday in August. Leads will make copies to be shared with your Assistant, Librarian, and the office.

Utilize your SSS & JJJ to prepare/organize your school day.

Safety

Safety is our number one concern for our children, staff, and self. Always supervise and ensure the safety and well-being of the children.

You must be able to lift or carry at least twenty-five pounds.

Comply with earthquakes, lock down and fire drills as needed.

Comply and assist in making sure all doors are locked during operational hours 9:30 am – 1 pm (Locked between 9:40 AM – 12:55 PM).

Report any damaged or dangerous playground equipment to the Director.

Your cell phone must accompany you to the playground in case of an emergency.

Help your assistant to remember to take Classroom Emergency backpack AND walkie talkies with them to specialist time and recess.

Always count your students as you leave & return from the classroom and all transitions: Specialist class, bathroom breaks, recess, etc. each day.

Communication:

Parent Communication:

- Monthly Calendar – hard/emailed – check with your parents on if they want both?
 - Post Calendar near your classroom door
 - Make sure you email a copy to Carlene for the website.
- Monthly Parent letter - hard/emailed: check with your parents on if they want both?
- Welcome Letter to their parents and/or student by the 25th of August each year.
 - Give your welcome packet info to the director in hard copy form.
- Post “What you did today” for the Bunnies outside your classroom door – DCFY requirement.
- Email “what you did this week” at end of week for the Tigers, Lions, Hippos classes – *must Cc the Director on this weekly email.*
- Post your daily schedule near your door for your parents to see.
- Communicate with parents daily, about their child's day. Anything concerning email them or call after preschool. Please be tactful and compassionate when talking to your parents about their child. Communicate to the director all concerns regarding teachers, students, or parents.
- If you communicate via email to parents, *please cc Director.*
- Utilize some sort of system for your parents to get communication from you and the office: File Folders, folder for backpacks, etc. and make sure parents check it daily.
- Make a copy of the student 's evaluation for the parent and the office.
 - Make sure any IEPs or Special Services and medical information are copied for the office.

Student Communication:

- Use appropriate language and tone when speaking to the children.

Office Communication:

- Copy of monthly calendar – hard & emailed (carlene is our Web Mistress)
- Copy of monthly parent letter – hard & emailed (carlene is our Web Mistress)
- Encourage and engage in open communication with the Director to ensure clarity of classroom management expectations, policies and procedures of your job are understood by you.
- Please email your monthly calendar and parent letter to Carlene by the 25th of each month
- Please make a note on the office whiteboard of supplies needed and label it with your class initials.
- Office receives a copy of all student evaluations and your conference schedule at the end of conference weeks.

Assistant Communication:

- Encourage and engage in open communication with your Assistant to ensure clarity of classroom management expectations, policies, and procedures of your job. Collaborate with your Assistant and how work together – encourage each other strengths and model leadership expectations.
- Check in regularly with your assistant to keep the lines of communication open to help resolve any issues that may arise between the two of you, teaching and job expectations and to collaborate on problem solving.

- Make your lesson plans available to your Assistant to ensure they can successfully transition and help teach the daily instructional routine. It is a wonderful way to build both a respectful, valued relationship with your Assistant and gain insight into early childhood education.

Curriculum:

Theme Based Daily Activities must include*:

- Start your day with our school prayer whether at circle time or right after you clean-up from center time.
- Center Time – 2-4 centers related to the theme.
- Manipulative Play
- Arts & Crafts
- Math & Phonics
- Science – age-appropriate class group science projects is encouraged.
- Dramatic Play
- Fine Motor Skill builders
- Circle Time
- Snack
- Bathroom Breaks
- Art or Craft Time as a large group activity
- Recess
- Lunch
- HWWT – sensory and manipulatives will be taught during class time.
- Specialist: SSS, JJJ, Chapel, Library, AFTH, field trips, Christmas & Spring program, Mother's Day teas, PreK graduation to name a few.

***Theme Based curriculum should be tied into all daily activities.**

Teach the Bible lesson on a weekly basis with the curriculum/lesson provided by the Chapel Time Teacher.

HWWT workbooks should be utilized in class. Journals and worksheet pages (not more than 2 a day) are encouraged.

Provide a 'Keepsake' for your parents of their child's year in your class. A memory book is the most popular form and is funded through your classroom Supply fee (office purchases the binders and page protectors for you).

- If you have another idea for a 'Keepsake' for your parents, please bring it before your director for consideration and potential approval.

Help your assistant to remember to take Classroom Emergency backpack AND walkie talkies with them to specialist time and recess.

Classroom Management & Duties

2-Way radio must be with your emergency backpack or on you or your assistant each day. Please recharge it each night.

Outdoor play is mandatory unless the weather creates an unsafe environment. Your classroom emergency backpacks must have first aid supplies and authorized medication & forms when at recess. There are first aid kits in every classroom, kitchen, office, and Talbert building. Water & cups are on the playground.

Must have two (2) teachers in the classroom, at bathroom break time, during Specialist times and at recess to ensure the proper teacher/student ratio, for behavioral issues, and for the safety of all parties.

Make sure the utility and kitchen sinks are clean and free of preschool supplies. Keep kitchen clear of preschool items daily. You are welcome to use the kitchen to bake with your students. Make sure all kitchen cooking supplies are cleaned, dried, and put away before leaving for the day.

Diaper changing and potty training are facilitated in the Bunnies class. All other students must be potty trained before starting school unless for a medical reason. When exiting the bathrooms in all three buildings, please make sure the floors are picked up, water is turned off, and the countertops are dry for the next class to use. Please teach your students proper bathroom etiquette.

When leaving the playground or Big Room recess area, please straighten up where your class played.

Monitor Daily Sign in/out sheet to ensure there are phone numbers for your parents. Turn in these sheets to the office every couple of months and by the end of the school year. Carlene's mailbox.

Must follow daily classroom schedule to ensure smooth transition for all classes.

Please count your students before and after you arrive at your activity outside your classroom to ensure you have your students with you. Please, allow and plan travel time into your day as this will help you stay on schedule and keep the day flowing smoothly for all the other classes and teachers.

Keep your classroom neat, clean, and organized so anyone can use the room after preschool is out for the day. "Sunday School Ready" on Fridays.

Classroom Themes and in class walls are changed monthly, seasonally depending on what you put up.

Keep the supply closets (both in sanctuary and modular buildings) and the Preschool Storage shed organized by putting your supplies/resources away in their proper containers/positions.

Turn in your monthly expenses by the 25th of each month. Your balance included with your reimbursement of expenses.

NOTE:

The scope of your responsibilities includes this **Job Description** and other such items can be found in the ITBP Employee and Family Handbooks.