



# PDO LEAD TEACHER

## JOB DESCRIPTION

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### **ACCOUNTABLE TO: PDO COORDINATOR**

### **OVERVIEW:**

- » The lead teacher will foster a loving and nurturing environment for preschoolers to explore, learn and enjoy. The teacher is responsible for creating an inviting classroom space that invites the children to feel loved and safe.

### **QUALIFICATIONS:**

- » Must be a born again believer (John 3:3)
- » Committed to walking in a manner worthy of his calling in all circumstances exhibiting integrity, honesty, purity, etc. (Ephesians 4:1)
- » Live life as one who loves God and his neighbor (Matthew 22:36-40)
- » Exhibit both administrative and interpersonal maturity.
- » Possess the over-arching vision of TBC and be able to work as a team member to carry out that vision.
- » Passionate to help children discover Jesus as Savior and become followers of Jesus Christ.
- » Have a servant heart and see ministry as a calling not a job.

### **POSITION EXPECTATION:**

- » Be able to observe, hear and respond to children, emergencies, conflicts that may arise in the classroom.
- » Be able to lift children from the floor, bend down to a child's height or sit on the floor.
- » Must be confident that he/she can handle daily contact with staff, parents and children and coordinate with the PDO Coordinator when necessary to address tense or challenging situations.
- » Plan, supervise and implement daily classroom activities that address the spiritual, physical, emotional, social and mental needs of the children.
- » Prepare lesson plans and turn them into the PDO Coordinator each month using the curriculum and resources provided or other approved sources.
- » Treat children with dignity and respect and follow the discipline formula. Communicate discipline concerns with the PDO Coordinator and parents.
- » Responsible for creating an ordered classroom including décor, arrangement and learning environment.
- » Will attend all staff meeting and training sessions.
- » Will implement methods for utilizing the assistant teacher, including weekly, clear communications and supervision.
- » Will plan and implement methods for being a positive parent liason. Including monthly newsletters, daily contact, open house and teacher conferences.
- » Evaluate the spiritual, social, emotional and intellectual level of each child and make adjustments as necessary.
- » Maintain a current infant/child CPR and first aid certification.
- » Report all supply and maintenance needs to the PDO Coordinator through the proper channels.

### **SALARY:**

Daily Base Rate: \$65 | Returning Teacher: \$70 | Year 4: \$75