



CMBC Learning Center Job Description

Job Title: Lead Teacher

Reports to: CMBC Director

General Summary

The Lead Teacher is a full-time position. The Lead Teacher will be responsible for planning, organizing and preparing for students daily by teaching, coordinating, implementing activities and managing the classroom. He or she must be sensitive, able to adapt easily, well-spoken and able to relate well to children and parents. The lead teacher must also be willing to fulfill responsibilities in accordance with the curriculum and educational philosophy of CMBC Learning Center.

The selected candidate must be able to speak, read and write English fluently. Bilingual applicants are also encouraged to apply.

A Lead Teacher must exhibit the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3- 16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision.

Essential Functions

- **Planning**
 - Preparation of lesson plans for implementation in the classroom in accordance with the philosophy and curriculum of CMBC Learning Center
 - Organize and guide activities such as art, dramatic play, manipulative play, story time, and other academic activities
 - Prepare plans to adapt to the needs of the individual child with concerns for his/her interest, handicaps, special talents and individual style of learning.
- **Daily Responsibilities**
 - Greet children and parents cheerfully.
 - Provide thematic studies from curriculum
 - Supervise nap/rest period, indoor and outdoor activities
 - Attend to the welfare of the child (diaper changing, toilet training, feeding times, etc.)
 - Manage classroom transitions
 - Serve breakfast, lunch and snacks and assists in feedings

- Provide a safe environment
- Provide appropriate attention and affection to all children
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- Record Keeping
 - Maintain daily attendance records and parent communication correspondence.
 - Document all accidents, illnesses and incidents occurring at the center.
 - Maintain daily records for meals served for Food Program Assistance
 - Recognizing, reporting and documenting suspected child abuse
 - Prepare reports on students and activities as required by administration.
- Professional Growth
 - Attending required staff meetings
 - Participation in recommended training programs, conferences, courses and other aspects of professional growth.
 - Maintain confidentiality about children, their families, and other employee's personal information outside the center.
- Performs other related duties as assigned

Education and Experience

This position requires a minimum of a high school diploma or GED, a minimum of three years of verifiable experience in a childcare setting, nursery or elementary school is required. Some college or CDA credentials preferred, but not required.

Applicant must be adult and child CPR, first aid and AED certified within 30 days of hire.

Physical Requirements

This position primarily works in a typical childcare environment which includes indoor, outdoor and daily transitional activities. This position is required to walk, talk, listen, speak and stand to interact with children, parents and staff members. Must be able to lift up to 50 pounds, stoop, crawl, and kneel to assist children. Work is conducted in a busy, fast-paced and rapidly changing environment. The ability to manage stress and reason through complex, sensitive and confidential childcare situations is required. This position is hourly and may be expected to work overtime occasionally. A flexible schedule is required since the hours of CMBC Learning Center are from 6:30 am until 6:00 pm.

Travel Requirements

Field trip travel may be required for this position.

We Grow Children!