

**LITTLE LAMBS PRESCHOOL**  
**JOB DESCRIPTION**  
**TITLE: Lead Teacher**  
**REPORTS TO: Preschool Director**

**A: Position Summary**

- Responsible for planning, implementing, leading and facilitating lesson plans and daily activities with a focus on social, emotional, physical, intellectual and spiritual growth. The duties and responsibilities will be carried out under the direction of the Preschool Director.

**B: Responsibilities and Duties**

- Attend all training opportunities and staff meetings provided by Little Lambs Preschool
- Follow policies and procedures outline in the Good Shepherd Staff Handbook and Little Lambs contract
- Be knowledgeable and adhere to state licensing regulations
- Respect confidentiality of Little Lambs families and staff
- Communicate with parents through direct contact, email and phone as needed
- Plan and Incorporate age appropriate lesson plans
- Post lesson plans for parents to view and turn in to the Director each week
- Provide parents with a monthly Newsletter
- Lead in keeping the classroom running smoothly and organized
- Lead in classroom behavior management
- Incorporate Christian beliefs at appropriate times and through daily prayer
- Oversee substitute in the absence of the Assistant Teacher
- Assumes the Assistant Teachers role as needed throughout the day
- Perform other duties as required or assigned

### **C. Qualifications**

- Bachelor's Degree in Early Childhood Education or Elementary Education
- Ability to multitask
- Strong organizational skills
- Experience and interest in working with children, parents, coworkers and volunteers
- Success working as a member of a team
- Strong communication skills both orally and written

### **D. Physical Capabilities**

- Be able to lift 25-30 lbs.
- Be able to walk, squat/kneel and sit on floor
- Must be able to handle cleanup of bodily fluids

### **E. Other**

- Medical Examination
- Documentation of Tuberculin free condition
- Abuse/neglect screening
- Criminal record review
- Hours of work and schedule are determined on an annual basis based upon program needs.