

## **Preschool Lead Teacher Job Summary**

**The Rising Star Academy Child Care Center, located in the Metropolitan Baptist Church, is a faith-based early childhood development center dedicated to both the educational and spiritual growth of its students.**

The Preschool Lead Teacher will oversee the Rising Star Academy curriculum program and will collaborate with the Assistant Teacher to prepare children for school both academically and socially by using age-appropriate lesson plans, selecting effective developmental materials for the classroom, and utilizing positive behavior reinforcement. The teacher-to-student ratio will be small initially to enable the Lead Teacher to provide individualized care for every child in the program. The Lead Teacher must also provide parents with regular reports on their child's progress. Reports to the Director of the Rising Star Academy.

The Preschool Lead Teacher Duties and Responsibilities include:

- Develop and implement curriculum.
- Support creativity and learning.
- Provide supervision during activities.
- Encourages children's emotional, social, and physical development, and positive self-concept.
- Monitors signs of emotional and developmental issues in children and notifies parents, guardians, or authorities of concerns when necessary.
- Implements developmentally appropriate disciplinary measures to maintain control in the classroom and facility.
- Select age-appropriate developmental materials for the classroom.
- Keep the classroom neat and organized.
- Provide parents with progress reports.
- File incident reports as needed.
- Other duties as assigned.

The Preschool Lead Teacher Requirements and Qualifications:

- Associate (60 credits) or Bachelor's degree in early childhood development or education or current enrollment in a similar degree program preferred.
- Child Development Associate credential a plus with Associate's degree.
- At least five years of teaching or child care experience.
- First aid and CPR certification.
- Meets all licensing requirements of the NJ Board of Education (i.e., background check, criminal background check, etc.).
- Physical capability to perform required duties. Must be able to lift approximately 30 pounds.
- The position reports to the Director, Rising Star Academy.