



Lead Teacher Job Description

Position Summary:

The lead teacher is responsible for presenting a Christ-centered, age appropriate curriculum to children of their classroom age. The lead teacher also serves as a supporter of the family unit, communicating on a daily basis with family members to ensure success of the whole child- spiritual, physical, emotional, and intellectual. Through engaging lesson plans, the lead teacher helps children get to different milestones at their own pace and developmental level.

Roles and Responsibilities:

The lead teacher of Victory Early Learning Academy will be responsible for but not limited to:

- Creating age-appropriate weekly lesson plans handed in before start on Monday morning
- Create a safe and welcoming environment by keeping room clean, orderly and by engaging each family as they drop off and pick up with a friendly and approachable demeanor.
- Keeping children safe by monitoring at all times.
- Encourage exploration through well-planned centers.
- Participate in on-going in-service and educational development opportunities provided by the Agency
- Reports all staffing and classroom concerns to director or assistant director in a timely manner
- Completes and reports any symptoms of child abuse to child abuse hotline and director
- Completes HiMama reports and keeps an open line of communication with family
- Ensures that the Assistant Teachers are kept updated in all matters concerning the classroom and program, i.e. Lead Teacher Meetings, lesson plans, policies & procedures, training received
- On an on-going basis, plan, evaluate, and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child
- Prepares developmental progress reports as needed
- Attend special events held by VELA

Qualifications and Education Requirements

- Minimum of a Bachelor's Degree in Early Childhood Education or Elementary Education
- Commitment of one year employment as lead teacher
- At least two years of experience teaching in the Early Childhood classroom
- Active member of Bible believing church, preferably Victory Church
- Good interpersonal skills
- Good organizational skills