



LOC Preschool Lead Teacher Job Description

General

- Daily commit to come into preschool with the desire to help children know and love God and think about and care for others.
- Supervise and ensure the safety and well-being of enrolled children at all times.
- Maintain a quality learning environment.

Ongoing

- Plan and implement curriculum and learning activities. Evaluate their effectiveness for the future.
- Copy of weekly curriculum posted on public bulletin board and in each classroom and copy to Director.
- Maintain oral communication with parents daily.
- Prepare all daily plans, supplies and resources before the beginning of class.
- Sit and eat with children during snack and lunch times, modeling appropriate table manners and conversation.
- Oversee playground duty.
- Report building and playground maintenance and safety issues and all program needs to Director.
- Assist Director with student assessments three times a year. Monitor the assessments to adjust curriculum and learning activities.
- Attend all preschool staff meetings.
- Prepare article for monthly newsletters.
- Prepare rooms each month with appropriate themes.
- Attend Parent Orientation meetings prior to first day of preschool.

State

- Be familiar with and follow Arizona Administrative Code and Arizona Revised Statutes for Child Care Facilities.
- Maintain state standards for cleaning restrooms and classrooms.
- Maintain current First Aid and CPR certifications.
- Complete 18 actual hours training every 12 months as required by the state.
 - At least 6 hours in child growth and development.
 - 3 hours of Empower related topics (to receive ½ off state renewal cost).
 - Remainder of hours in health and safety issues; program administration, planning development or management; or availability of community services and resources.