



## **Bible Center Preschool Lead Toddler Teacher (One and Two Years Old)**

The lead teacher is a certified and professional teacher, who has a passion for shaping and inspiring little minds. The lead teacher provides a safe, enriching, and educational environment as a home away from home. The lead teacher should possess high energy and the ability to handle the demands of toddlers with different personalities and needs. The lead teacher demonstrates good judgement of each child in their care. The lead teacher will use a variety of teaching methods, including artistic expression, educational play, teacher-guided activities, and storytelling to teach children to begin to recognize shapes, colors, numbers, letters, and the wonder of God's creation. To ensure success, the lead teacher should be compassionate, able to display a gentle and nurturing personality, and have the patience to assist each toddler to help them mature cognitively. The lead teacher has to be able to work under pressure, and have excellent administrative and organizational skills to plan curriculums and create reports on each child's progress.

### **Responsibilities:**

- Supervise the teacher aide working in the classroom
- Effectively manage a safe, loving, and secure environment for toddlers
- Instill a sense of order and discipline in the classroom
- Plan comprehensive curriculums to address early childhood developmental needs
- Ensure the classroom is a clean, sanitized, safe, and organized environment
- Engage children in creative methods of learning (out-of-box), such as arts/crafts, supervised play, and storytelling
- Maintain a daily classroom schedule (including preparing children for meals/snack/naptime)
- Assist children with meals, naptime, clothing (or other belongings), cubby, and monitoring free time on playground and transitions
- Be aware of any health related issues a child may have and take appropriate actions in following parental directives.

### **Requirements:**

- Make certain children are never left unattended in the classroom or the playground
- Make certain no child exits the preschool area unless accompanied by an authorized parent, guardian, or preschool staff
- Lead teacher is under the direct supervision of the preschool director
- Plan and prepare bulletin boards on a monthly basis, using monthly themes
- Attend staff meetings, workshops/training, and conferences, etc.
- Present yourself in a professional Christian manner through modest dress and actions.
- Inform director of any difficulties (classroom, staff, parental) that may arise.
- Communicate with parents to better understand the child's home life
- Should be able to lift up to 30 pounds

**Qualifications:**

- Completion of the Infant & Toddler Training (WVITT or ACDS or college credit)
- First Aid & CPR Certified (needs to be completed within 3 months of hiring)
- WV Training Certificate in Early Care/Preservice Training (WV STARS Certificate)
- Administering Medication Training (DHHR nurse consultant)
- Abuse Recognition and Prevention (within 3 mos.) of hiring)
- Ability to pass a background and fingerprint screening
- Personal routine exam (with TB Assessment), hearing and vision noted (within last 12 mos.)
- Extended periods of time sitting on the floor
- Flexibility to work a shift between 7:30am-5:30pm, Monday-Friday
- Dependable with reliable transportation daily
- Great communication skills to effectively relate with parents