



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Preschool Lead Teacher

F.L.S.A Non-exempt

REPORTS TO: Early Childhood Principal

MAJOR POLICY RESPONSIBILITY:

The preschool lead teacher is responsible for providing a developmentally appropriate educational environment. He/She is accountable for the classroom operation. Major responsibilities include appropriate interactions with children, communication with parents, and supervision of associate teacher(s).

QUALIFICATIONS:

- Degree in early childhood/elementary education and/or related area.
- Skilled in written and verbal communication.
- Ability and willingness to supervise associate teacher(s).
- Knowledge of child development and developmentally appropriate practices.
- Continued education and/or professional development as required by program policy and accreditation criteria.
- Ability to lift 50 pounds to waist level on a regular basis.

ESSENTIAL JOB FUNCTIONS:

1. Provide a friendly and safe environment that encourages exploration and meets the emotional, physical, intellectual, and social needs of both the individual and the group.
2. Interact appropriately with the students and to encourage their involvement in activities.
3. Create, with the associate teacher(s), daily lesson plans based upon the Missouri Early Learning Standards. To provide differentiated instruction based on the needs of the student.
4. Assess student learning through formative and summative assessments.
5. Establish and maintain good written and verbal communication with parents on a daily basis as necessary, through monthly newsletters, and through conferences as scheduled.
6. Observe, record, and report significant individual and group behavior. To report other classroom needs to appropriate individuals.

Preschool Lead Teacher (continued)

7. Use developmentally appropriate practices and conflict resolution strategies.
8. Supervise, support, and evaluate associate teacher(s) as required. To keep associate teachers informed of all program goals and developments.
9. Prepare materials and paperwork as required by program needs.
10. Understand and be able to demonstrate compliance with Accreditation and Licensing Criteria.

OTHER JOB FUNCTIONS:

1. Attend monthly staff meetings.
2. Adhere to all school district and program policies.
3. Report directly to program coordinator
4. Work overtime as directed by supervisor(s).
5. Perform other duties as required.