



Position Description: Preschool Teacher (Toddlers)

Reports To: The Learning Tree Director

Hours: 7am - 1pm, M-F

Employed: Part-time, Non exempt (20-25 hrs/week); Paid holidays

Purpose: Serve as part of a team to provide a healthy, spiritually-based preschool experience for children.

Skills/Qualifications:

Candidate must be highly organized, detailed oriented, possess a positive attitude and be a team player. Able to lift and carry up to 40 lbs. for a short distance, bend and pick up children repeatedly, sit on the ground for extended periods of time and run with children.

Experience:

Qualified candidates should have at least one year of prior experience in a preschool environment. Early Childhood education is preferred.

Responsibilities:

1. To create and maintain a nurturing, learning environment, in which children feel free to experiment, investigate and explore God's world.
2. Provide opportunities for children to interact with their peers, promoting healthy social behaviors through modeling strategies and tools.
3. Teach the children appropriate ways to express their emotions and feelings in a healthy and safe manner.
4. Inspire creativity in each child, guiding them to discover their own gifts and talents.
5. Greet children and parents at the door each morning in warm and positive manner.
6. Use only positive language with the children and redirect them when needed.
7. Support and implement lesson plans in the classroom to encourage and inspire learning.
8. Support your classroom in accordance with the mission, values and spirit of Lake Forest Church.
9. Support developmentally appropriate, educational program for the children in your assigned classroom, which encourages and challenges each child to enjoy learning.
10. Continue to seek new opportunities to learn and develop in your role.
11. Encourage a healthy working relationship with your co-teacher, other staff and team members.

Duties:

1. Support maintenance of all classroom records daily.
2. Must maintain a clean and sanitized classroom every day, according to Sanitation Procedures and Policies for Mecklenburg County.
3. Provide support and assistance to your co-teacher as needed in the classroom.

4. Assist co-teacher to develop classroom communication with parents, on a daily basis, through email or private media.
5. Communicate with parents regarding any issue with their child in a positive and non-judgmental manner.
6. Assist in developing a monthly class newsletter to inform parents of all upcoming events the month prior to the events and submit to the director for approval.
7. Establish a strong home-school connection to provide families tools and extension for home learning.
8. Respect the confidentiality of all children and families enrolled in TLT. Meaning all information is confidential and not to be repeated to anyone other than co-teachers or the director. Written warning or termination are possible if this policy is violated.
9. Attend all staff meetings and team meetings TBA.
10. Provide Parent-Teacher Conferences in the Fall and Spring of the school year.
11. Participate in all school scheduled events, unless excused by the director.
12. Attend all required training and workshops for continuing development requirements.
13. Provide a clean and organized working environment in all areas of the building. Clean up your messes and communicate to the director broken parts or needed repairs in your classroom and the building.
14. Report any abusive or neglectful activity by parents, co-workers or church staff to the director immediately.

Additional Qualifications:

- Must be able to lift 40 pounds
- Assume postures in low-level positions that best allow physical and visual contact with children
- Must be able to sustain a high level of energy
- Bend to perform various tasks numerous times throughout the day
- Stoop, sit on the floor
- Team Player
- Commitment to Professional Development
- Current physical exam
- Must provide proof of a negative TB test
- Current First Aid and CPR certifications
- Criminal Background clearance from the state of NC

To keep our staff safe, we are all wearing masks daily. We continually sanitize surfaces throughout the day and parents are not allowed inside the building.

To apply:

Email your letter of inquiry and resume to Libby Johnston-Kornegay, Director of The Learning Tree, at jointheteam@lakeforest.org