

Charlotte Jewish Preschool Job Description

Job Title: Lead Teacher

Reports To: Executive Director & Director of Education

Under the supervision of the Executive Director and Director of Education, a lead teacher at the Charlotte Jewish Preschool (CJP) is responsible for creating an environment that promotes the social, emotional, cognitive, and physical growth of the students in their classroom. They are to support and actively promote our mission to provide young children with a secure and loving atmosphere in which to grow, develop a positive self-image, and learn the joy of Jewish life.

GENERAL DESCRIPTION

The lead teacher will create and implement weekly developmentally-appropriate engaging lesson plans. They are expected to provide strong written and verbal communications when connecting with students, colleagues, and families. The lead teacher will manage the classroom per state and sanitation guidelines, supervise, collaborate with the assistant teacher when addressing the needs of the students, as well as classroom management.

CORE RESPONSIBILITIES AND ACTIVITIES

- Maintain a professional self-image and project the values of CJP at all times in accordance with the Personnel Handbook.
- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs, as well as their educational needs.
- Establish developmentally appropriate learning goals throughout the learning environment.
- Use a wide variety of resources and materials to support a student-centered, inquiry-based learning environment.
- Use various teaching methods and materials to address multiple learning styles of diverse learners.
- Create daily centers that are developmentally appropriate, purposeful, and intentional.
- Exhibit enthusiasm, creative thinking, and be able to foster a sense of wonder.
- Implement all aspects of the curriculum.
- Utilize relevant technology to create lesson plans and communicate with parents in a timely manner.
- Be prepared to teach classes using a virtual platform, should the need arise.
- Carry out positive and effective behavior management techniques.
- Supervise all classroom activities and daily routines.
- Establish and maintain a positive working relationship with parents, students, and colleagues in order to provide quality care and friendly service.
- Possess a strong work ethic; be punctual and reliable.
- Ensure children's basic needs (i.e restroom use, diapering, handwashing, etc.) are met in a nurturing manner.
- Create and maintain an enriched learning environment that is clean, organized, and safe for all children.
- Assess students' progress and communicate development with parents/guardians as appropriate.
- Participate in occasional events that may be on nights and/or weekends (Meet the Teacher, Curriculum Night, etc.).
- Participate in self and assistant teacher evaluations.
- Adhere to safety standards, state, and sanitation protocols.
- Maintain strict confidentiality regarding personal information of CJP families.
- Demonstrate adaptability and flexibility.
- Participate in monthly collaborative team planning meetings, monthly staff meetings, and professional development.

COMPETENCIES, SKILLS, AND QUALIFICATIONS

Lead teachers must have the following credentials:

- All lead teacher shall have either:
 1. an Early Childhood or Elementary Education degree, or
 2. their NCECC **and** one-year classroom experience in a child care facility, or
 3. their NCECC **and** a four-year college degree.
- Documentation of Tuberculin-free condition
- Criminal background check
- Provide health statement/physical exam
- Be CPR and First-Aid certified, or be able to obtain certification within 6 months of employment

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the lead teacher is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The lead teacher must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

HOURS/BENEFITS

This is a full-time position, from late July to mid-June. Class times are assigned within school hours. Life insurance is included; eligibility for medical, dental, and vision insurance; continuing education reimbursement program.