



NORTHWOOD CHRISTIAN CHURCH

Job Title: Preschool Lead Teacher

Reports To: Children's Ministry manager

Position Status: 5-day, Part-time, Non Exempt, Hourly

Position Overview:

Northwood Christian Preschool is a safe, fun place where young children can learn, make friendships, take chances, and discover God's grace. Children are told they are valued, loved, important, forgiven and free. Teachers will demonstrate a Godly character and have a desire to share their faith with others while positively encouraging our students as they develop the skills which will promote them to the next level of learning.

Basic Qualifications & Expectations:

- Demonstrate a personal relationship with Jesus Christ
- Knowledgeable of early childhood development, creative curriculum, & positive discipline
- Effective classroom management skills & strategies to keep every child engaged and learning
- Ability to lift 50 lbs., stand for 4 hours, sit, kneel, and squat with ease

Job Responsibilities & Duties:

- Communicate effectively and build positive professional relationships with staff
- Collaborate with preschool staff to develop curriculum
- Work with director to prepare materials & organize activities
- Collaborate with director about classroom environment
- Prep/Clean classroom before/after daily activities
- Document with pictures/stories what children are learning
- Build positive relationships and communicate with families weekly
- Lead small/large group activities
- Collaborate with staff to organize/Plan/Execute special events (Christmas & spring programs, graduation)
- Perform other duties as requested by the Preschool Director

Knowledge & Skills Needed:

- Strong communication skills both in person and in writing
- Organizational skills with attention to detail
- Strong time management skills
- Creative and innovative

Education/Experience/Certification:

- Training or Degree in Early Childhood education
- Minimum 3 years of experience working with preschool age children
- CPR/First Aid certification
- Course completion for Recognizing and Reporting Child Abuse and Neglect
- Food Handlers card