

NORTH TAMPA CHRISTIAN explorers



POSITION: Lead Teacher

Responsible for planning and executing the educational program with the purpose and goals of North Tampa Christian Explorers. Responsible for the general supervision and management of the class.

Qualifications:

- Must meet basic requirements of local and child care regulatory agencies.
- Ability to relate positively with young children and parents.
- Minimum 1 year of teaching experience with a public or private school system, a quality preschool, child care center.
- Must have a minimum of a CDA and experience in and knowledge of the social, emotional and creative needs of young children.
- Four year degree related to early childhood or preschool or elementary education is desirable and preferred.
- Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.

Responsibilities: Will include but are not limited to the following:

- Have a friendly and approachable demeanor with children, staff, clients, and anyone who enters/calls the center.
- Plan, supervise and implement the program for the class in accordance with the policies and philosophy of NTCE.
- Create a spiritual, welcoming, and educational environment in your classroom and arrange a classroom environment in accordance to program goals and philosophy
- Be responsible of keeping up with professional development and continuing education.
- Plan, and assist director and team with both long and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Provide input for all assessments of children's development
- Maintain daily open communication with parents
- Maintain confidentiality
- Report any suspect abuse or any behavior that compromises the safety/well-being of a child or individual to the supervisor.
- Maintain a safe and healthy environment that is clean and welcoming at all times.
- Inspect and replace or report damaged or lost materials

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- Attend in-service and staff meetings
- Keep all appropriate records such as incident reports, assessments, attendance and timesheets.
- Meet all applicable licensing regulations

Upon Employment:

- Must meet all NTCE and local, state or national basic health requirements.
- First Aid training, as required.
- Must complete all necessary company employment and payroll forms.
Personnel will have a fingerprinting and/or criminal investigation report completed

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

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