

St. Patrick's Preschool Lead Teacher Job Description

QUALIFICATIONS:

1. An early childhood education resulting in a minimum of Community College Early Childhood Credential or two years of comparable experience. [Familiar with NC standards for preschool.](#)
2. Sincere desire to help make the preschool the best it can be for students and their parents.
3. Ability to manage others well and to deal with parents in a positive manner.
4. Current CPR/First Aid Certification.
5. Successful completion of Safe Church Training.
6. Pass criminal background check.

DUTIES:

1. Work 25 hours/week, arriving at 8:30am and ending the day at 1:30pm.
2. Provide weekly lesson plans to the Director for the following week.
3. Have all supplies and plans at hand and organized in the classroom at the beginning of each week.
4. Work collaboratively with other teachers and staff in the best interest of the children we serve.
5. Represent St. Patrick's Preschool in a professional manner to students, parents and colleagues at all times, whether communicating in person or in writing.
6. Be present every day according to your schedule, unless ill or experiencing a significant personal issue.
7. Work closely with Assistant Teacher, providing clearly delineated expectations and directions.
8. Work with Assistant Teacher to help provide a safe, happy environment in which the children can play,

learn, grow, and become secure.

9. Keep classes and lessons developmentally and age appropriate.
10. Keep designated preschool areas and classrooms clean, safe, and stimulating for the children. This will involve changing the classroom décor from time to time and offering the children new and exciting ways to learn.
11. Responsible for daily maintenance of classroom including sanitizing tables, vacuuming, etc.
12. Immediately report safety issues, child welfare issues, discipline problems, or any other concerns to the Director.
13. Report classroom supply needs to the Director.
14. Attend all staff meetings.
15. Be available to attend professional development courses as required.
16. Reports to the Director.

St. Patrick's Preschool Assistant Teacher Job Description

QUALIFICATIONS:

1. High School diploma/GED and teaching experience of some kind.
2. Sincere desire to help make the preschool the best it can be for students and their parents.
3. Ability to manage others well and to deal with parents in a positive manner.
4. Ability to work with and under a lead teacher.
5. Current CPR/First Aid Certification.
6. Successful completion of Safe Church Training.
7. Pass criminal background check.

DUTIES:

1. Represent St. Patrick's Preschool in a professional manner to students, parents and colleagues at all times, whether communicating in person or in writing.
2. Assist teacher in class on a daily basis as instructed. Be sure you are clear on what is expected and don't hesitate to ask if you are in doubt. The teacher will be happy to clarify.
3. Be present every day according to your schedule, unless there is sickness.
4. Help teacher prepare for class.
5. Perform as the lead teacher in her absence and work with the substitute.
6. Help provide a safe, happy environment in which the children can play, learn, grow and become secure.
7. Help with daily maintenance of classroom including sanitizing tables, vacuuming, etc
8. Report safety issue, child welfare issues, discipline problems, supply needs or any other concerns to the teacher or Director.
9. Attend staff meetings as required.
10. Be available to attend professional development courses as required.
11. Works in cooperation with Lead teacher and reports to the Director.