



8815 NE Glisan Street
Portland, OR 97220
503.252.1426
JoyCentral.com

POSITION DESCRIPTION

Job Title: Lead Teacher

Reports to: Assistant Director

FTE: 1.0, full time

Compensation: Starts at \$12.14 per hour, including dental benefits and a stipend to purchase medical benefits.

Job Summary: Develop and implement age-appropriate activities and lessons that relate to center-wide expected outcomes and monthly themes. Supervise the activities of an assistant assigned to his/her group. Attend required trainings and designated Joy Central events.

Qualifications

Spiritual

1. Received Jesus Christ as his/her personal Savior
2. Believe that the Bible is God's Word and is the standard for faith and daily living
3. Christian role model in attitude, speech, and actions toward others (Implicit in the term "Christian" are moral standards all staff are expected to meet in their personal and private lives.)
4. Regularly attend a local, evangelical church
5. Wholehearted agreement with essential elements Central Bible Church's Doctrinal Statement and Joy Central's Purpose Statement, Vision Statement, and Philosophy.

Physical

1. Ability to observe, hear, and respond to the needs of children and to emergencies or conflicts that might arise in a classroom, on the playground, or in common areas
2. Ability to lift children of up to fifty pounds from the floor to waist high ten to fifteen times a day; to crouch to a child's height and maintain eye contact at a child's level; to sit on the floor; to stand tall enough to reach children who are on play equipment
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4. Ability to communicate orally and in writing in the English language
5. Confidence to care for up to 15 children alone and to handle the stress, tension, and exasperation of daily contact with staff members, parents, and children

Education & Experience

1. Must have one of the following:
 - **20-30 credits at a college or university** in early childhood education or child development, elementary education, or special education
 - **One-year state or nationally recognized credential** related to caring for infants, toddlers, preschool age children, or school age children
 - At least **one year qualifying teaching experience** in a certified child care center or comparable group care program in care of infants, toddlers, preschool age children, or school age children
 - **10-15 credits at a college or university** in early childhood education or child development, elementary education, or special education **AND** at least **6 months qualifying teaching experience** in a certified child care center or comparable group care program in care of infants, toddlers, preschool age children, or school age children
2. Experience supervising adults and delivering work-related instructions
3. Ability to speak with others about faith, Christianity, and godly principles

Description of Duties

1. Adjust lesson plans from curriculum to suit classroom needs Plan, implement, and supervise a daily classroom program in early education that addresses the expected outcomes for each child.
2. Supervise assistant teachers and give input into their evaluations
3. Treat all children with dignity and respect. Follow Joy Central's basic discipline policy and take initiative to clearly communicate discipline concerns to the Head Teacher, Director, and parents.
4. Evaluate on an ongoing basis the social, emotional, creative, spiritual, cognitive, and physical status of each child. Give a formal evaluation two times each year, as requested by the Program Coordinator
5. Prepare and lead parent/teacher conferences twice a year
6. Arrange the ordered appearance, decorations, and learning environment of the classroom. Order classroom supplies, as needed.
7. Fulfill responsibilities and procedures as presented in the Operating Handbook
8. Establish a positive liaison with families. This duty includes making daily contact with parents as well as attending specific events and meetings: *e.g.*, Meet-Your-Teacher Day, Back-to-School Night, open house, conferences.

9. Interact with the parents of one child each week to talk about their child, listen to family happenings, and solicit prayer requests. Commit to praying for that family for the week.
10. Initiate conversations with families about faith, Christianity, and the relevance of godly principles.
11. Attend all staff meetings and training sessions, including regularly scheduled meetings with the Program Coordinator
12. Give input to the Program Coordinator on assistant teacher evaluations
13. Fulfill ongoing training requirements outlined by the Oregon Employment Department, Child Care Division
14. Maintain current infant/child CPR and first-aid certification and food handler's certificate
15. Other duties as assigned

Employee's Name

Date

Supervisors' Name

Date