

## **Job Description- Part-Time Parkview Christian Preschool Lead Teacher/Director**

revised 05/2021

### **Position Description**

The Parkview Christian Preschool Lead Teacher/Director will teach early childhood education and nurture children in their faith. This person will lead a classroom of children, oversee Preschool Associate and Administrative Staff and facilitate the administration of Preschool programs.

### **General Staff Responsibilities**

- Plan, promote and oversee the administration of the preschool.
- Be involved in the teaching of the preschool.
- Oversee all Preschool staff.

### **Requirements**

- 3-5 years experience providing primary instruction or child care
- A degree in Education, Early Childhood certification & Iowa Teaching License is preferred
- Knowledge of instructional methods appropriate for preschool aged children
- Knowledge of basic office software including email, Word, Excel, PowerPoint (or similar) and ease in using the Internet for work-related purposes
- Agreement with the Parkview Church mission, vision and values and a willingness and desire to carry those out within the Parkview Christian Preschool Ministry
- Member or willing to become a member of Parkview Church

### **Competencies**

- A heart for ministry to children and families from all backgrounds and abilities including some with assistive technologies
- Ability to communicate effectively verbally and through written or printed materials to children, families, staff and prospective attendees
- A passion for developing preschool age-appropriate educational activities and practices
- Ability to manage small and large group classroom environments
- Ability to hold a positive mindset toward child learning and social-emotional development
- Able to work efficiently within existing learning structures and believes in the capability of children to excel
- Ability to facilitate problem solving
- Demonstrates the ability to learn and convey a variety of subject matter quickly
- Ability to organize tasks and manage time to meet many and varied deadlines

### **Primary Responsibilities**

#### **1. Preschool Administration**

- Maintain official school records such as child & staff records, DHS records, Tuition and Policy Handbooks
- Produce and carry out preschool advertising
- Meet with prospective students and families
- Plan school events such as ice cream socials and preschool programs and field trips

#### **2. Teaching**

- Plan and carry out age-appropriate lessons, special activities and field trips for the class. Incorporate Christian principles, prayer, and Bible stories into daily activities.
- Communicate a positive Christian testimony to children and parents--especially characterized by Christian love.
- Communicate regularly with the parents concerning the child's progress. In addition, conduct two parent-teacher conferences a year.

### **Direct Report**

Next Gen Pastor