

# Hope Community Church Job Description

Job Title: KidTown Lead Teacher  
Role for:  
Reports to: KidTowne Director  
FSLA Status: Exempt



## Role Summary

Primary duty is to ensure the health, safety and well-being of children in their care. Lead Teachers should be an example to the assistant teachers by modeling Christ-like behaviors, communicating effectively with parents, children and coworkers, and planning developmentally appropriate curriculum and/or activities.

## Primary Duties and Responsibilities

- Arrive on time for scheduled shift and clock in promptly
- Perform tasks prior to children's arrival to be ready to warmly greet children and parents
- Record arrival, departure and visiting times for each child. Use the "Daily/Weekly Activity Record" to record the daily/weekly events of each child
- Adhere to classroom's schedule for napping and eating for all children
- Attend/participate in required trainings/fire drills/etc. as required to maintain licensing compliance
- Utilize provided curriculum in Preschool, or write curriculum/plan activities in other rooms, to implement developmentally appropriate activities for children, adding enrichments/modifications as necessary
- Utilize strong communication skills to communicate effectively/warmly to parents about their child
- Perform opening duties to ensure classroom is prepared for the day, and/or complete the "Daily Room Checklist" by the end of the day/ shift, as appropriate
- Ensure a safe, healthy environment by adhering to North Carolina Childcare Laws and Rules, and Sanitation Requirements. Correct violations when possible, or notify Director
- Establish and maintain positive relationships with fellow employees, children and parents
- Follow and carry out the policies and procedures of KidTowne
- Inform Director of any issues and/or problems related to ministry, and present new thoughts or ideas relating to program development
- Be a committed team player willing to pitch in when and where needed
- Affirm and support the statement of faith of Hope Community Church

## Skills and Abilities Preferred:

- Strong communication skills
- Organizational Abilities
- Attention to detail
- Physical Mobility
- Ability to lift 30 pounds
- Ability to multi-task

## Education and Experience Preferred:

- North Carolina Credentials
- AS or BS in Child Development, Early Childhood Education or related field preferred.
- SIDS, CPR and First Aid Certified
- 3+ years experience in a licensed facility
- Knowledge of NC child care laws and sanitation regulations

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Employee Signature

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Date

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Supervisor Signature

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Date