

GREER FIRST PRESCHOOL

Lead Teacher

- Attend to preschooler's basic needs by feeding them, dressing them, and changing their diapers with a Christ-like attitude.
- Help with drop off and pick up.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and placing items in designated area and/or cubby.
- Develop and maintain lesson plans in accordance with program curriculum and calendar.
- Supervise preschoolers in classrooms, halls, playgrounds and Gym.
- Assist preschoolers individually or in small groups to help them master assignments and to reinforce learning concepts presented.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts through classroom instruction and activities.
- Assist instruction to children in health and personal habits, such as eating, resting, and toilet habits.
- Serve lunches and snacks in accordance with facility guidelines.
- Instruct and monitor preschoolers in the use and care of classroom materials and equipment.
- Discipline children in a positive Christ-like way and in keeping with our policies.
- Recommend or initiate other measures to guide behavior such as social interaction and caring for personal clothing and picking up toys and books.
- Guide and interact with children at their level.
- Be actively involved with children.
- Be encouraging to students.
- Treat children with kindness and speak in a kind tone.
- Abide and follow all DSS/ DHEC policies and guidelines.
- Abide and follow all Greer First Baptist and Greer First Preschool policies and guidelines.
- Always behave in a professional manner.

Establish and Maintain Christ-honoring Interpersonal Relationships

- Team Player
- Considerate of others and their workload
- Encouraging
- Avoid gossip
- Maintain professional appearance and professional attitude/behavior

Communication with Supervisors, Peers, Subordinates and/or Parents

- Establish clear objectives for all lessons, units, and projects, and then communicate those objectives to preschoolers and parents.

- Establish and enforce rules for behavior and classroom procedures for the purpose of maintaining order consistent with facility procedures.
- Supervise, evaluate, and plan assignments for teacher's aides.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool program.
- Prepare and submit required reports and evaluations as required by administration.

Make Decisions and Solve Problems

- Think Creatively
- Flexibility
- Think Ahead
- Consistent and Effective Time Management

Train and Teach Others

- Attend professional meetings and teacher training workshops to maintain the required 15 hours of training mandated by preschool and DSS certification.
- Teach basic skills, such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Read books aloud to entire class or groups.
- Incorporate biblical foundations into all aspects of learning, and throughout the day.

Organize, Plan and Prioritize Work

- Plan and lead activities designed to nurture mental, physical, and social development, such as games, arts and crafts, music, and storytelling incorporating biblical foundations.
- Prepare and maintain classroom for a structured and safe learning environment to facilitate creative play, motor-skill activities, and safety.
- Organize and label materials and display preschoolers' work in a manner appropriate for their ages and perceptual skills.
- Select and inventory classroom materials and equipment.
- Abide by all room/door and hallway decor policies.

Gather Information

- Observe and evaluate preschooler's performance, behavior, social development, and physical health.
- Administer evaluations to help determine preschoolers' developmental levels, needs, and potential.
- Observe preschooler's showing signs of emotional, developmental, or health-related problems and if asked, discuss them with Director prior to a Teacher to Parent.
- Prepare evaluations in a consistent reporting manner for parents and preschooler's record required for the three reporting periods.

Commitment to our mission to be the hands and feet of Jesus each day.