

## **FIRST UNITED METHODIST CHURCH JOB DESCRIPTION**

**TITLE** LEAD TEACHER/DIRECTOR OF CHILD DEVELOPMENT CENTER

**REPORTS TO** EXECUTIVE BOARD

**SUPERVISORY RESPONSIBILITIES** COORDINATES WITH CDC STAFF

### **QUALIFICATION REQUIREMENTS PREFERRED**

Preferred Degree, certification in Early Childhood Education. Basic knowledge of Christian faith and United Methodist policy. Education required to meet state licensing requirements for teacher in children's day care facility, CPR and First Aid certification.

### **EXPERIENCE/SKILLS**

Strong Christian commitment. Prior experience as a teacher/director in children's day care facility/public or private school.

### **GENERAL DESCRIPTION**

Provide safe, nurturing, and educational care and experiences for children entrusted to the First United Methodist Church Child Care Center. Follow the FUMC Staff Booklet policies and procedures. Establish and implement age appropriate approved curriculum and program under direct supervision of the Executive Board. Respect each child of God as a unique individual.

### **DETAILED DUTIES**

- Fulfill all requirements of a Lead Teacher/Director in a child care center.
- Prepare regularly for daily duties and responsibilities.
- Communicate with Executive Board Chair
- Establish a budget and maintain accurate accounting of all funds including inventory of materials and equipment.
- Provides support and leadership to instructional staff in the implementation of the approved Creative Curriculum and review weekly lesson plans.
- Ensure classroom implementation of approved curriculum with fidelity.
- Observes and evaluates all child development staff using the Creative Curriculum and following ECERS guidelines while maintaining the child/staff ratios at all times.
- Instill Christian values through prayer, songs, stories, discussion, and demeanor.

- Make daily health observations of children and report any conditions needing attention.
- Follow Employee Handbook and policies/procedures of FUMC.
- Follow FUMC Safe Sanctuary Guidelines.
- Work cooperatively with staff, parents, and volunteers.
- Use effective written communication skills. Verbally communicate in clear and understandable manner.
- Understand and exercise appropriate confidentiality of church/center related business and personnel matters.
- Ensure the classroom is in compliance with childcare laws, sanitation rules, fire codes and CACFP policies. Conduct monthly fire drills and playground inspections as well as tornado drills and intruder procedures.
- Develop an annual professional development plan that reflects a quality program with continual professional growth for staff.
- Conduct regular staff instructional meetings with on-going training.
- Maintain clean, organized classrooms that promote current activities/themes.
- Maintain necessary documents as required by DCD, DSS, and CACFP which includes monthly claims.
- Collect and maintain Incident Reports and Medication Permission Slips.
- Attend regular board meetings reporting monthly financial summaries and program updates.
- Prepare center for and complete star rated licensing every three years , striving to maintain Five Star rating.
- Assist DCD consultant in annual unannounced compliance visit.
- Ensure the Emergency Medical Plan is followed in the event of an emergency and notify the Director of Children's Ministries and the DCD Consultant.

FUMC Lead Teacher/Director of Child Development Center January 2018

FUMC reserves the right to make changes in this position description or to reassign tasks as required for church needs and approved by the board.