



Trinity Christian Academy
Rev. John D. Tolbert, Senior Pastor
Kyra Tilmon, Academy Director

Position: Lead Preschool Teacher

Qualifications:

1. Must display passion regarding the growth and development of the children while in the care of the Academy.
2. Must have experience in leading a classroom and creating educational lesson plans.
3. Must have experience working in a licensed childcare facility.
4. Must have an Associate degree in Early Childhood Education or Child Development or a CDA or shall have 3 semester hours or 4.5 CEUs in infant/toddler development and care practices within 6 months of hire.
5. College degree preferred
6. Must be flexible regarding work schedule and hours
7. Must be at least 18 years of age.
8. Must pass a comprehensive background check.
9. Infant/Child CPR and First Aid certification (Preferred)
10. Excellent Leadership, Organizational and Interpersonal Skills.
11. High Energy and the ability to work well with others (Director, staff, children, and parents) and to foster a team environment.

Duties and Responsibilities:

1. Meet regularly with Assistant Teacher(s) to develop weekly plans and activities.
2. Meet with Director to review curriculum plans and activities and evaluate program's effectiveness.
3. Maintain responsibility for assisting with the implementation of developmental, behavioral, and sensory screenings mandated by regulations and performance standards.
4. Maintain records on each child's progress and development.
5. Attend all staff meetings and in-services provided at the Academy.
6. Set up and maintain well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children.
7. Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
8. Observe each child daily to assess skills, interests and needs and use this information to facilitate learning and growth.
9. Conduct parent conferences.
10. Establish a positive relationship with each child's family and share information about the child's day at the Academy.
11. Help parents to understand the curriculum and find ways to involve parents in the daily program.
12. Keep abreast of current knowledge in the field of Early Childhood Education

Compensation: Very Competitive Salary range, Paid Holidays, Vacation Time, 403B Retirement Program.