

First Kids Preschool

Birmingham First: A United Methodist Church

1589 West Maple Rd. · Birmingham, Mi. · 48009 · 248-646-1200

Job Title: Lead Teacher 4-year-old classroom

Position Type: Part time Monday-Friday 8:30-12:30

Direct Report: Preschool Director

Role: To provide a developmentally appropriate, play-based, Christian environment for children.

Duties/Expectations:

- Plan, prepare and implement developmentally appropriate lessons and activities for children with teaching team guided by the HighScope Curriculum
- Create and maintain an inviting, stimulating, peaceful classroom environment for children with teaching team
- Communicate with parents of students about the learning topics and activities of the classroom as well as individual children's developmental milestones as necessary
- Arrive 30 minutes prior to start time to prepare room for children
- Stay approximately 30 minutes after morning classes are released to clean up and prepare classrooms for the next day. In addition, all morning staff will remain to assist with the transition from morning to afternoon programming
- Participate in regular staff meetings and lesson planning meetings
- Complete and document CPR, First Aid and Early Childhood Development workshops to fulfill the state training requirements

Skills/Qualifications:

- Associates Degree or higher in Early Childhood Education or, Elementary Education Degree or a CDA
- The ability to build and maintain positive working relationships with staff, children and families
- Experience working with preschool-aged children
- An understanding of child development
- Embodies compassion, patience and understanding
- Loves children
- Demonstrates a positive and flexible attitude
- Respects and supports coworkers' ideas and methods

- **Physical Demands:**
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; reach with hands and arms; climb or balance; stoop; kneel; crouch; hear and smell. The employee may be required to lift and/or move up to 20 pounds.