



<b>Title of Position</b>	<i>Lead Teacher</i>
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**Supervisor:** Learning Center Director

**Hours:** Full Time Position

**Compensation:** Hourly; Generous benefits package; opportunity to raise additional salary

### **Job Purpose**

The Lead Teacher at the Open Door Learning Center is responsible for planning, implementing, and providing leadership for a developmentally appropriate curriculum for a group of children in a full-day preschool program. This includes assessment and documentation of children's progress, effective communication with parents, and supervision of assistant teachers and aides. The Open Door Learning Center Center is a part of Open Door Ministries.

### **Qualifications**

- ECE classroom teacher qualifications by the State of Colorado
- One to two years' experience working in a Preschool Learning Center or similar environment strongly preferred
- Education requirements: Associates Degree in Early Childhood Education or similar field preferred
- Advancement opportunities available

### **Duties and Responsibilities**

- Must be skilled in verbal and written communication, demonstrate professionalism and confidentiality
- Must be able to lift children/equipment weighing up to 50 pounds and utilize child-sized furniture or sit on the floor as appropriate.
- Invite and incorporate the ideas of assistant teacher and aides
- Assume responsibility for planning a visually pleasing, intellectually stimulating, child centered environment; ensure that classroom is maintained in an attractive condition
- With Director, arrange and conduct regular parent conferences; maintain regular informal contact with parents regarding each child's progress at home and school; maintain and record observations on and work samples from each child
- Physically work and play with children in a variety of contexts: indoors (at table, on floor) outdoors, on fieldtrips, and other situations.
- With Director, develop and pursue a plan for professional development, including trainings after work or on weekends
- Complete and submit all daily, weekly, and monthly forms and records, including but not limited to forms for attendance, staff/child ratios, meals served, food program, accident, etc.
- Will attend ODM/ODF quarterly Chapel and ODM monthly staff meetings

- This position is required to attend Open Door Fellowship Church for one year

### **Intangibles**

- Lead in being a heartfelt team member of the Open Door Ministries staff
- Show evidence of a daily walk with Christ
- Cover those in your area of leadership in prayer
- Show respect for the leadership and members of Open Door Fellowship Church
- Exhibit professionalism and integrity
- Commitment to excellence as one of the public faces of the ministry

### **Work Environment and Physical Demands**

- Work environment is both indoor and outdoor. Outdoor activities can be in extreme weather conditions such as rain, snow or high temperatures
- This job involves sitting, standing, walking, and running
- Must be able to lift children/equipment weighing up to 50 pounds and utilize child-sized furniture or sit on the floor as appropriate.

To apply, send resume to Laura Stokes at [lstokes@odmdenver.org](mailto:lstokes@odmdenver.org) or visit [www.odmdenver.org](http://www.odmdenver.org) and click on the "Join Us" tab.