



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

Hours: Full Time Position

Salary: Salaried, opportunity to raise additional salary available, benefits included

Required Meeting Attendance:

- Church Attendance: Attend Open Door Fellowship church
- Open Door Fellowship quarterly chapel service
- Open Door Ministries staff meetings (one meeting and one training/month)

Job Purpose

The Lead Teacher at the Open Door Childcare 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 Childcare Center is a part of Open Door Ministries.

Qualifications

Qualified by State of Colorado to be an ECE classroom teacher. One to two years of prior experience working as a member of a classroom team with pre-school age groups is strongly preferred. **Someone interested in advancing to Director status.**

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
- Show respect for the leadership and members of Open Door Fellowship
- Exhibit professionalism and integrity.

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.