

Grace Children's Learning Center

"A Ministry of Grace United Methodist Church"

9750 Wellington Rd Manassas, VA 20110

703-393-2345 phone

umcgrace.org/gclc

GCLC@umcgrace.org

Toddler Lead Teacher

Qualifications: The candidate selected for this position must have a background in Education with a minimum of three, (3) years pragmatic experience. A college degree is not required, but preferred. The candidate must be able to meet the requirements of the licensing agency. This must be a sensitive and mature individual who is able to relate well to both children and parents and demonstrate the ability to provide leadership and stability for program continuity. This candidate must have the ability to supervise one or more assistants effectively.

Position reports to: GCLC Director

Status: Full Time

Scheduled Hours Between: 7:00am-5:00pm M-F (schedule will vary)

Compensation:

1. Based on experience and education

Responsibilities: Responsibilities include, but are not limited to:

1. Teaching a class of children in a manner consistent with the philosophy and goals of Grace. This includes:
 - A. Treating each child with a dignity and respect.
 - B. Planning activities which will encourage each child's growth in the areas of emotional, social, cognitive, physical and spiritual development.
 - C. Recognizing and considering the individual needs of each child in relation to cultural and socioeconomic backgrounds, handicaps, special needs, talents and interest, style and pace of learning.
 - D. Helping children learn to think creatively to problem solve independently and to respect themselves and others.
2. Responsible for the arrangement, décor and learning environment in the classroom, keeping in mind that work done by the children takes precedence over decorations purchased or made by adults. Responsible for upkeep of education materials and fostering a sense of responsibility for the equipment by the children.
3. Prepare or delegate preparation of activities for the children prior to the start of class. Responsible for carrying out developmentally appropriate activities in Language Arts, Math, Science, Sensory, Cultural, Spiritual, music, movement, social growth, Art, Fine Motor, Gross Motor and Self- Awareness.
4. Planning and implementing methods of establishing a positive liaison with parents of the children. Planning and conducting successful Parent Teacher Conferences as scheduled and as necessary.
5. Planning and developing appropriate lesson plans
6. Responsible for turning in all lesson plans and supply lists in a timely manner
5. Maintaining records of the children's development.
6. Promoting a good rapport among staff members.
7. Actively seeking to update skills by attending outside workshops and conferences whenever possible, by becoming active in professional organizations and constantly seeking new ideas and materials for use in the room with the children and co-workers. Must remain current with CPR, First Aid, other state mandated trainings and a minimum of 20 hours of continuing education.
8. Attending all staff meetings.
9. Maintaining strict confidentiality regarding children, co-workers and parents.
10. Maintaining all records required by Grace.
11. Maintaining professional conduct and attitudes in working with parents, staff, as well as, visitors and the general public regarding Grace and education.
12. Responsible for reporting to the director any equipment repairs or replacement needed maintenance needed in the classroom or any common area used by class.
13. Submitting supply requests according to school policy.
14. Overseeing proper clean- up of room daily.