



Position Description
Pre – K/Early PreK Lead Teacher

Purpose: PreK/Early PreK Teacher is responsible for providing an effective learning environment that enables students to develop and achieve to their greatest potential.

Report To: PreK Director

Supervise: Educational Assistants, volunteers, college students, and student teachers as assigned.

Terms of Employment: Employed on a 38 week contract with salary and benefits as approved by the Board of Trustees.

Qualifications:

1. Committed to education and Rehoboth Christian School.
2. Experience in Pre K curriculum.
3. Have a Bachelors or Masters degree in Early Childhood or Elementary Education with Early Childhood licensure and licensed to teach in New Mexico.
4. Able to relate well to very young children.
5. Able to use positive discipline that is appropriate for early childhood students.
6. Able to develop rapport and work well with parents.
7. Skilled in planning and implementing developmentally appropriate lessons for students.
8. Congenial; able to give appropriate skilled direction to other staff members under ones supervision in a loving and caring way.
9. Able to use various assessment methods, determine learning problems and prescribe strategies that enable students to succeed in a school setting.
10. Show leadership skills in promoting and growing the early childhood program.

Responsibilities:

1. Provide quality developmentally appropriate instruction to students.
2. Integrate sound values, teachings, and perspectives into all aspects of the instructional program.
3. Give leadership in the development of curriculum.
4. Meet regularly with Early Childhood staff and when appropriate with Rehoboth Staff.
5. Communicate regularly with families, not only when students are having difficulty.
6. Sponsor, supervise, or support public presentations by school groups as appropriate.
7. Plan and carry out family informational and enrichment sessions.
8. Provide feedback to families on student progress.
9. Ensure the Early Childhood program meets state requirements and standards.

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10. To be an active participant and leader in seeking out grants and other funding opportunities in coordination with the Development / Advancement office.
11. Responsible for carrying out the policies and procedures as stated in the Pre K handbook.
12. Assess applicants for the Early Childhood program to determine readiness for the program.
13. Participate in professional development opportunities as available and appropriate.
14. Plan and execute Home Visits for each family in the program.
15. Complete Meet & Greets with families of incoming students each Spring.
16. Duties as otherwise assigned.

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