



*Transforming our world, one life at a time, through the power of God's living Word.*

## **Head Teacher (3-year-olds)** **First Trinity Preschool (FTP)**

First Trinity Lutheran Preschool has been touching children and families in Western New York with Jesus' love since 1962. Currently, First Trinity Preschool offers developmentally appropriate programs for children ages two through four years old. We are currently looking for a part time Head Teacher for the Monday – Thursday 3-year-old class.

### **Essential Duties and Responsibilities:**

#### **As a Classroom Manager:**

- ◆ Provide a Christ-centered and loving environment for the children, staff, parents and classroom visitors.
- ◆ Prepare and implement clear policies on student discipline, daily room routine, projects and room maintenance.
- ◆ Clearly demonstrate and advise all policies to assistants.
- ◆ Document ongoing assessment of students' progress with periodic communication to parents.
- ◆ Prepare bi-annual written assessments of children's progress in February and May based on on-going documented assessments and testing. Submit a copy to Director and Parent.
- ◆ Prepare for and lead annual parent conference.
- ◆ Write detailed lesson plans and make them available to Director prior to each month.
- ◆ Provide detailed written guidelines for substitute teachers.
- ◆ Give support, direction and correction to assistants and volunteers as needed.
- ◆ Maximize work time through focused and purposeful preparation and implementation of lesson plans.
- ◆ Follow all procedures set forth by the Director.
- ◆ Be aware of and comply with all personnel policies, guidelines and directives of First Trinity Lutheran Church (FTLC) and FTP.

#### **As an Educational Leader:**

- ◆ Plan and implement your class program in accordance with the policies and philosophy of the FTLC and FTP.
- ◆ Attend monthly scheduled Preschool Faculty Meetings.
- ◆ Stay current on early education practices for the age group you lead.
- ◆ Attend all school related functions deemed appropriate by the Director, including but not limited to the following - Ice Cream Social, Christmas Program, Art Show, Sunbeam Sunday and End of the Year All School Field Trip.
- ◆ Create seasonal parent newsletters and make them available to Director.

**As the Leader of Classroom Climate:**

- ◆ Set up and maintain a developmentally appropriate classroom environment for your age group.
- ◆ Be responsible for the order, organization and cleanliness of the classroom.
- ◆ Promote positive and honest communication vehicles between yourself and FTP staff, students and families.
- ◆ Practice non-defensive listening, ascribing good motives to the giver of any message and assume the person is not attacking us.
- ◆ Practice proactive problem solving by talking to all and only the people perceived as part of a problem, starting with clarification of a situation rather than offering a solution.

**Hours:**

- ◆ Position will be Monday - Thursday.
- ◆ Head teachers typical schedule is 8:30 a.m. – 1 p.m. during FTP's posted school calendar.
- ◆ Other times as requested

**Qualifications:**

- ◆ Bachelor's Degree: Early Childhood Education degree preferred
- ◆ Experience in Early Childhood Education: at least three years teaching experience in early education preferred
- ◆ Demonstrate a transformed life and a living relationship with the Lord Jesus Christ, daily seeking an intimate relationship with Him through Bible study, prayer and worship.

**Physical Demands:**

- ◆ Lift 25 pounds
- ◆ Climb stairs, stoop, kneel and crouch
- ◆ Reach, hold, grasp, and use fingers to pick and pinch
- ◆ Talk and hear
- ◆ Vision includes seeing objects near and far, depth perception, color vision, visual accommodation, and field of vision

Application documents are available at [FirstTrinity.com/hiring](http://FirstTrinity.com/hiring). **To apply**, submit a resume, cover letter, and application by August 15, 2018 to Debbie Ferrante.

Email: [DFerrante@FirstTrinity.com](mailto:DFerrante@FirstTrinity.com)

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