

**Myers Park Presbyterian Church**  
**JOB DESCRIPTION**  
LEAD TEACHER – HALF DAY PROGRAM

**Department:** Administration  
**Reports To:** Weekday School Half-Day Director  
**FLSA Status:** PT/Non-Exempt, Salaried  
**Revised Date:** June 2022  
**Group:** 4

**POSITION SUMMARY:**

This position will be responsible for implementation of age-appropriate curriculum.

**QUALIFICATIONS:**

Associate's degree or higher in Early Childhood Development and minimum of two (2) years of experience in a preschool program

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan the curriculum for a particular class that is consistent with the philosophy of the school
- Provide a safe and nurturing environment
- Arrange field trips and other opportunities for enrichment of the program
- Make use of the learning center and materials therein as well as other available resources
- Plan with the assistant teachers making use of their particular skills
- Be responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom
- Be responsible for setting room in order for the next session, returning toys and materials to designated places and cleaning items as needed
- Establish relationships with the children and their parents
- Attend assigned training, staff meetings, and continuing education opportunities
- Other duties as assigned by the Half-Day Director

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work both independently and collaboratively within a team to assess needs and produce results
- Ability to establish and maintain positive working relationships
- Ability to effectively communicate through spoken, written, and electronic means
- Ability to use Microsoft Office and the internet
- Ability to maintain confidentiality
- Demonstrate strong organizational skills
- Ability to read, interpret, and analyze complex documents
- Personal qualities of integrity, credibility, and a commitment to MPPC's mission

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Physical requirements include but may not be limited to: standing, sitting, bending, squatting, stooping, walking, and lifting up to 50 pounds
- Mental requirements include but may not be limited to: general math functions, reading, advanced reasoning, and advanced speaking ability

**WORK ENVIRONMENT:**

- The employee is frequently required to be mobile throughout the building.
- The noise level in the work environment is moderate.