



Early Ed Teacher Trinity Christian Academy Job Description

Definition

The Lead Teacher is responsible for the spiritual, cognitive, social, emotional and physical growth and development of all children in their care..The Lead Teacher is accountable to the Early Ed Director and the Headmaster of the school. The Lead Teacher may delegate specific duties to Assistant Teachers and Substitutes as appropriate; however, the responsibilities for the duties remain with the Lead Teacher.

TCA's Mission Statement

God has called Trinity Christian Academy to assist Christian families and their churches in providing a Biblically-directed, academically excellent education that equips students to be Godly leaders and servants in their homes, churches, and communities.

Essential Job Functions

- Maintain an active Christian testimony and church involvement
- Function with an exemplary level of integrity and respect for professional and personal boundaries
- Operate with an exceptional level of confidentiality and trust
- Participate in continuous professional development
- Accomplish goals, tasks, and deadlines assigned by the Business Manager
- Communicate clearly and directly in complete adherence to school policies
- Develop partnerships with parents to allow for open communication

Departmental Responsibilities

- Create and maintain a warm, engaging environment for the children.
- Follow and maintain state standards and regulations
- Lead by example, set the spiritual tone of the classroom and work closely with other staff and families.
- Maintain ongoing, open communication with parents
- Develops, weekly plans, and implements age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development in their care.
- Perform additional duties as requested

Minimum Qualifications

- Shows initiative, is self-directed and is an effective communicator that possesses an ability to interact well with parents, peers, and administrative staff.
- Excellent organizational skills

- Physically and emotionally able to fulfill responsibilities
- Works respectfully with others
- Strong verbal, written, and interpersonal communication skills
- Is able to observe, hear, and respond with decisive action to the needs of children, emergencies, or conflicts that might occur
- Is able to consistently work scheduled hours