

## Position Description

### Title:

Lead Teacher of Newark Methodist Preschool

### Qualifications:

1. Applicants must be 18 years of age.
2. Lead teachers are preferred to have a 4 year degree in early childhood development, elementary education, special education or child development. Applicant without one of the aforementioned degrees must have completed TECE 1 and TECE 2. At least one year of appropriate teaching experience with preschool children in a licensed childcare facility or public-school program is ideal. Applicants must demonstrate knowledge of:
  - a. How young children learn and what they need to learn based on an understanding of child development and knowledge in specific subject areas.
  - b. Teaching to each individual child based on temperament, responsiveness, learning style, ability, home language and culture, and other characteristics of each child.
3. An interest in helping children develop self-esteem, independence, respect for others, and an appreciation of God's world is essential.
4. A lead teacher needs: a warm and congenial personality, a positive approach in handling children's behavior, flexibility, respect for the difference and individual needs of children.
5. Teacher must be active Christians who are comfortable with basic Protestant beliefs.
6. Teachers must be in good health; a physical examination is required before starting employment.
7. In addition to completing a minimum of 12 hours of in-service annually, teacher must be willing to study and use new ideas in the classroom.
8. Lead teachers need to be able to communicate easily and in a professional manner with the students' parents.

### Duties and Responsibilities:

1. With guidance of the director, to plan and provide a meaningful program for preschool age children.
2. To write daily lesson plans which are available to the director; lesson plans should be discussed at least a day ahead of time with the assistant teacher. Weekly lessons must be submitted to the director by the first of that week.
3. To attend staff meetings (approximately every month, 1 to 2 hours) and to attend in-service training when necessary; this would include orientation and training as a new staff member.
4. To keep records for each child:
  - a. Attendance
  - b. Health
  - c. Anecdotal notes (about children's interests, strengths, weaknesses, behavior, etc...)

5. To work out a balanced and fair division of daily jobs with assistant teacher. To train and guide the assistant. To be cooperative and communicate well with the assistant.

Contract:

1. Length of work year: approximately nine months- September (one week before the start of school to prepare the classroom) through the week following Memorial Day.
2. Minimum hours of work: 3-hour sessions with children, 3-days a week (Monday/Wednesday/Friday), from 9am to 12pm: teachers must be present at least 30 minutes before and 30 minutes after each session for setting up and cleaning up materials.
3. Termination notice: 30 days both parties, except in an emergency.
4. Ten days sick leave, noncumulative- includes illness of members of the immediate family.
5. Salary to be determined by education and experience in early childhood education.
6. Agrees to fulfill duties and responsibilities described above.

**Starting Date:** As soon as possible

Send resume and application to:

Stephanie Yerkes, Director of NMP  
Newark Methodist Preschool  
69 E. Main Street  
Newark, DE 19711

Or email to

Stephanie Yerkes

syerkes@newark-umc.org