



## Job Description: Lead Classroom Teacher

### Position Description:

The Lead Classroom Teacher shall plan and execute an instructional program for the students enrolled in the St. Joan of Arc Preschool. The teacher shall work to live out the purpose and mission of the preschool as prescribed in the school's philosophy and mission statement. The purpose of the preschool is to provide a high-quality early childhood experience in a developmentally appropriate way that includes educational instruction, interaction with peers, self-expression and exposure to, and participation in cultural and religious activities.

The Lead Classroom teacher will plan and execute the instructional program as prescribed by the St. Joan of Arc Preschool Director, conduct assessments of student learning, implement various instructional strategies and interventions as needed, and work closely with the Classroom Assistant to ensure a positive classroom environment is being provided.

### Reports to:

Preschool Director

### Major Responsibilities:

- Plan and execute a developmentally and culturally appropriate program for children using the Diocese of Cleveland curriculum and other programs utilized by the school.
- Conduct developmental assessments, develop individual child portfolios, maintain daily records for their students.
- Instruct enrolled children using planned activities.
- Provide appropriate daily classroom routines for the class and individual students when needed.
- Plan and maintain an appropriate, attractive, clean, safe, developmentally appropriate, and nurturing environment for children.
- Complete all requirements as set forth by the state of Ohio and designated by the Director.
- Input data for any of the school wide programs that are implemented.
- Contribute to a weekly newsletter for families – topics studied and photos of learning.
- Understand the intervention process and help to identify students that may need additional services.
- Work closely with the classroom assistant and other faculty to create a positive work environment.

### Qualifications:

Necessary qualifications include a dedication to the mission of St. Joan of Arc Catholic School and a Bachelor's degree in early childhood education or related field and/or the equivalent of education and work experience in a related field. The Lead Classroom Teacher will have knowledge in child development, as well as developmentally appropriate practices for young children. Competency in Catholic education, along with strong organizational skills, and excellent communication skills are also necessary qualifications. The Lead Classroom Teacher will be CPR and First Aid certified, with a willingness to obtain other certifications as required by the state. The ability to establish and maintain good interpersonal relationships with parents, children, and staff, along with computer literacy is required.