

The First United Methodist Church of Winter Garden
Learning Center Preschool
VPK Lead Teacher
Job Description

Reports to: Preschool Director

Status: Non-Exempt

Job Summary

The VPK Lead Teacher is responsible for planning, assessing, and instructing children in a manner consistent with the Florida Early Learning and Developmental Standards, ensuring a safe, stimulating and developmentally appropriate environment that promotes kindergarten readiness. Key responsibilities include lesson planning, conducting assessments, and communicating with parents about child development and progress. The VPK Lead Teacher will supervise the classroom assistant, ensure compliance with all program requirements, and manage daily classroom operations.

Key Responsibilities

- **Curriculum & Instruction:**
 - Develop and implement lesson plans aligned with Florida Early Learning and Developmental Standards, providing varied activities that promote social, emotional, physical and cognitive growth based on the *8 Domains of the Florida Learning and Development Standards: Birth to Kindergarten*.
 - Adapt teaching methods to meet the diverse learning needs of individual students.
- **Assessment & Documentation:**
 - Administer the Florida VPK Assessments, use data to track progress, and maintain accurate records of attendance and reports.
 - Prepare and share progress reports with parents.
- **Classroom Management & Safety:**
 - Create and maintain a safe, healthy, and stimulating learning environment.
 - Establish and enforce clear behavioral expectations.
 - Supervise children at all times, including during activities, meals, and playtime.
 - Organize classroom layout into well-defined interest areas.
- **Communication & Collaboration:**
 - Communicate regularly with families in a timely and professional manner.
 - Hold parent-teacher conferences to discuss student progress.

- Collaborate with fellow teachers and administration to share best practices and improve the curriculum.
- Attend required meetings and training.
- Support other classroom staff.

Other Responsibilities

- Display weekly lesson plans.
- Display student classwork.
- Assist with the planning of end of year graduation activities.
- Perform other duties as deemed necessary by the Preschool Director.

Qualifications & Requirements

- **Education**
 - Must hold a Child Development Associate Credential (CDA) or Florida Childcare Professional Credential (FCCPC), or an Associate's, Bachelor's, or higher degree in a relevant education field.
- **Certifications & Training:**
 - Must have completed Florida Department of Children and Families' 45-hour Introductory child care training, VPK Emergent Literacy training, "Implementing the Florida Standards in Preschool Classrooms," and hold a current First Aid and CPR certification.
- **Experience & Skills:**
 - At least one year of experience with preschoolers, knowledge of VPK standards and child development, and strong communication and computer skills.
- **Background Screening:**
 - Successful completion of Level 2 background screening and an Affidavit of Good Moral Character.