



## **Lead Teacher Job Description**

**General Description:** The Lead Teacher is one who has experience working with and teaching preschool children. Love and commitment to children is required as well maintaining a professional character.

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**This person reports to:** Calvary Baptist Church Preschool Director.

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**This job is substituted by:** Substitutes that have completed a background check.

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**Hours worked per day:** Each workday is equivalent to 5 hours. Teachers will need to be clocked in by 8:30am. Teachers will be expected to stay until 1:30pm every day. Most weeks, teachers will work Monday through Thursday.

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### **Job Requirements:**

- Minimum High School Diploma or GED.
- Must have lead teacher experience or have been an assistant teacher for two years.
- Must provide and maintain documentation of CPR and First Aid training every 2 years.
- Must successfully clear all background checks every 3 years.
- Must successfully pass all drug screenings. Drug screenings will be administered at time of employment and randomly.
- Ability to operate general office equipment such as copier, scanner, printer.
- Be proficient in Microsoft Word and Google Drive (Google Docs)
- Attend a minimum of 7 hours of seminars/workshops/training a year.
- Participate in a training on how to use Procure, a childcare and management app.

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### **Responsibilities:**

- Be a committed Christian and a faithful attendee of a Christian church.
- See their role as a calling for ministry, understanding the mission, philosophy, and purpose of CBC Preschool.

- Be ready and able to share the Gospel and personal faith with children, parents and staff through words, action and attitude.
- Plan and lead morning devotionals with the staff.
- Provide and maintain a Christian environment that encourages children to grow spiritually, intellectually, physically, emotionally, and socially.
- Maintain a positive attitude toward the preschool, co-workers, policies and procedures at all times.
- Build relationships with the preschool families.
- Maintain consistent and timely communication with parents and caregivers
- Perform assigned duties as requested by the director.
- Attend quarterly chats with the director.
- Attend monthly staff meetings held the first Thursday of each month.
- Be aware that two observations will take place during the school year. (One announced and one unannounced, followed up with a post observation meeting for both.)
- Read and respond promptly to emails when applicable.
- Be prompt and on time; habitual tardiness will be counseled.
- Remain compliant with attendance policy.
- Remain compliant with dress code policy.
- Remain compliant with cell phone use policy.
- Be aware of our accountability policy.
- Plan curriculum for the children in the classroom that is developmentally appropriate and helps children develop spiritually, intellectually, physically, emotionally and socially.
- Decorate the room including bulletin boards.
- Keep the classroom message board, located outside the classroom door, updated during the year.
- Create and post a daily class schedule in the classroom.
- Turn in lesson plans to the director a week prior to being taught.
- Turn in any supply requests to the director at least one week prior to need.
- Complete an assessment for each child at the start of the year, mid-school year, and at the end of the school year.
- Send all assessments home during the last week of school.
- Plan, arrange and host parent teacher conferences in January.
- Give each child the attention needed to assure his/her best welfare which includes meeting physical and emotional needs such as eating, toileting, playing, working and health care.
- Supervise and ensure the safety and well-being of the children at all times.
- Maintain daily child attendance using Procare.
- Schedule the use of shared space, Fellowship Hall and Sanctuary.

Keep the classroom safe, neat, clean and attractive.

- Clean the bathrooms weekly at least twice during the school year.

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**Physical Requirements:**

- Ability to walk, stand, bend, twist, squat, climb, and kneel demonstrating a full range of motion on an intermittent or sometimes continuous basis.
- Ability to fully grasp, push, pull, move objects such as files, file cabinet drawers, classroom furniture and reach overhead.
- Ability to operate a computer, laminator, copier and other school equipment.
- Ability to lift children, boxes, or equipment of up to 40 pounds.

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**Employee:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Initials**

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**Director:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Initials**

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**Calvary Baptist Church Preschool**  
**2518 Lancaster Hwy, Monroe, NC 28112**

**Lead Teacher Contract**

Academic Year \_\_\_\_\_

New \_\_\_\_\_ Re-Hire \_\_\_\_\_

To: \_\_\_\_\_

*Base hourly pay for teachers is determined by the CBC Preschool Board. Although the teachers are paid hourly, the director will figure out their possible yearly salary to help prepare the yearly budget.*

Calvary Baptist Church Preschool offers you the part-time position of lead teacher at an hourly rate of \$\_\_\_\_\_. The possible annual salary, with no deductions, is \$\_\_\_\_\_.

**Conditions of Employment**

1. Teachers are subject to the direction of the Preschool Director, as delegated by the Preschool Board and Senior Minister. The Preschool Director has the authority to hire, assign, evaluate and terminate teachers with the agreement of the Preschool Board and Senior Minister. A teacher's employment may be terminated at any time and without prior notice for any cause which is contrary to the interests of the Preschool.
2. The annual salary described above is payable in bi-monthly installments September through May, except in December when teachers will receive one check.

The departure of a teacher prior to the end of the Academic Year is a breach of contract and will result in a discontinuance of that portion of the annual salary that has not yet been earned.

The classroom-teaching period of the Academic Year is a period of approximately nine months, commencing on \_\_\_\_\_, the first day of school, and ending on \_\_\_\_\_, the last day of school.

Teachers must abide by the CBC Preschool Teacher Handbook, which is a part of this contract and may be amended from time to time. In addition, all teachers are expected to understand and support the educational philosophy and policies of CBC Preschool as endorsed by the CBC Preschool Board and to work conscientiously to carry out the goals and objectives of the school.

*Jennifer Trull, Director*  
*Calvary Baptist Church Preschool*

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*have read and understand the terms and conditions described above and I accept this employment contract.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_



## **Teacher Assistant Job Description**

**General Description:** The Lead Teacher is one who has experience working with and teaching preschool children. Love and commitment to children is required as well maintaining a professional character.

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**This person reports to:** Calvary Baptist Church Preschool Director.

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**This job is substituted by:** Substitutes that have completed a background check.

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**Hours worked per day:** Each workday is equivalent to 5 hours. Teachers will need to be clocked in by 8:30am. Teachers will be expected to stay until 1:30pm every day. Most weeks, teachers will work Monday through Thursday.

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### **Job Requirements:**

- Minimum High School Diploma or GED.
- Must provide and maintain documentation of CPR and First Aid training every 2 years.
- Must successfully clear all background checks every 3 years.
- Must successfully pass all drug screenings. Drug screenings will be administered at time of employment and randomly.
- Ability to operate general office equipment such as copier, scanner, printer.
- Attend a minimum of 7 hours of seminars/workshops/training a year.
- Participate in a training on how to use Procure, a childcare and management app.

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### **Responsibilities:**

- Be a committed Christian and a faithful attendee of a Christian church.
- See their role as a calling for ministry, understanding the mission, philosophy, and purpose of CBC Preschool.
- Be ready and able to share the Gospel and personal faith with children, parents and staff through words, action and attitude.
- Plan and lead morning devotionals with the staff.

- Provide and maintain a Christian environment that encourages children to grow spiritually, intellectually, physically, emotionally, and socially.
- Maintain a positive attitude toward the preschool, co-workers, policies and procedures at all times.
- Build relationships with the preschool families.
- Perform assigned duties as requested by the director and lead teacher.
- Attend quarterly chats with the director.
- Attend monthly staff meetings held the first Thursday of each month.
- Be aware that two observations will take place during the school year. (One announced and one unannounced, followed up with a post observation meeting for both.)
- Read and respond promptly to emails when applicable.
- Be prompt and on time; habitual tardiness will be counseled.
- Remain compliant with attendance policy.
- Remain compliant with dress code policy.
- Remain compliant with cell phone use policy.
- Be aware of our accountability policy.
- Decorate the room including bulletin boards.
- Assist in keeping the classroom message board, located outside the classroom door, updated during the year.
- Give each child the attention needed to assure his/her best welfare which includes meeting physical and emotional needs such as eating, toileting, playing, working and health care.
- Supervise and ensure the safety and well-being of the children at all times.
- Maintain daily child attendance using Procare if the lead teacher is out.
- Keep your classroom safe, neat, clean and attractive.
- Clean the bathrooms weekly at least twice during the school year.

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### **Physical Requirements:**

- Ability to walk, stand, bend, twist, squat, climb, and kneel demonstrating a full range of motion on an intermittent or sometimes continuous basis.
- Ability to fully grasp, push, pull, move objects such as files, file cabinet drawers, classroom furniture and reach overhead.
- Ability to operate a computer, laminator, copier and other school equipment.
- Ability to lift children, boxes, or equipment of up to 40 pounds.

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**Employee:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Initials**

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**Director:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Initials**

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**Calvary Baptist Church Preschool**  
**2518 Lancaster Hwy, Monroe, NC 28112**

**Assistant Teacher Contract**

Academic Year \_\_\_\_\_

New \_\_\_\_\_ Re-Hire \_\_\_\_\_

To: \_\_\_\_\_

*Base hourly pay for teachers is determined by the CBC Preschool Board. Although the teachers are paid hourly, the director will figure out their possible yearly salary to help prepare the yearly budget.*

Calvary Baptist Church Preschool offers you the part-time position of assistant teacher at an hourly rate of \$\_\_\_\_\_. The possible annual salary, with no deductions, is \$\_\_\_\_\_.

**Conditions of Employment**

1. Teachers are subject to the direction of the Preschool Director, as delegated by the Preschool Board and Senior Minister. The Preschool Director has the authority to hire, assign, evaluate and terminate teachers with the agreement of the Preschool Board and Senior Minister. A teacher's employment may be terminated at any time and without prior notice for any cause which is contrary to the interests of the Preschool.
2. The annual salary described above is payable in bi-monthly installments September through May, except in December when teachers will receive one check.

The departure of a teacher prior to the end of the Academic Year is a breach of contract and will result in a discontinuance of that portion of the annual salary that has not yet been earned.

The classroom-teaching period of the Academic Year is a period of approximately nine months, commencing on \_\_\_\_\_, the first day of school, and ending on \_\_\_\_\_, the last day of school.

Teachers must abide by the CBC Preschool Teacher Handbook, which is a part of this contract and may be amended from time to time. In addition, all teachers are expected to understand and support the educational philosophy and policies of CBC Preschool as endorsed by the CBC Preschool Board and to work conscientiously to carry out the goals and objectives of the school.

*Jennifer Trull, Director*  
*Calvary Baptist Church Preschool*

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*have read and understand the terms and conditions described above and I accept this employment contract.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_





## **Preschool Director Job Description**

**General Description:** Calvary Baptist Church Preschool (CBC Preschool) Director shall be employed according to the church's policies, for securing other staff positions, be a part of the church staff and be respected as such. The position is both managerial and administrative. The Director will work 25 hours a week, Monday through Thursday, during the school year. During the summer, the director will work as needed to communicate with parents, provide tours and complete preparations for the beginning of the new Preschool year. Work hours will be at the discretion of the Director and CBC Preschool Board.

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**This person reports to:** CBC Preschool Board on all relevant program activity.

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**This job is substituted by:** CBC Preschool Staff

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### **Job Requirements:**

- Has a Bachelor of Arts in Education or at least 3 years of experience in Early Childhood Education (e.g. as a Preschool Teacher, K-5 Teacher Assistant)
- Must provide and maintain documentation of CPR and First Aid training every 2 years.
- Must successfully clear all background checks every 3 years.
- Must successfully pass all drug screenings. Drug screenings will be administered at time of employment and randomly.
- Ability to operate general office equipment such as copier, scanner, printer.
- Be proficient in Microsoft Word and Google Drive (Google Docs)
- Attend a minimum of 7 hours of seminars/workshops/training a year.
- Participate in a training on how to use Procure, a childcare and management app.

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### **Responsibilities:**

- Be a committed Christian and a faithful attendee of a Christian church.
- See their role as a calling for ministry, understanding the mission, philosophy, and purpose of CBC Preschool.

- Be ready and able to share the Gospel and personal faith with children, parents and staff through words, action and attitude.
- Build relationships with the preschool families.
- Provide and maintain a Christian environment that encourages children to grow spiritually, intellectually, physically, emotionally, and socially.
- Implement the highest principles of early childhood education combined with Christian principles.
- Maintain a positive attitude toward the preschool, co-workers, policies and procedures at all times.
- Direct day-to-day operations.
- Visit classrooms regularly.
- Maintain consistent and timely communication with parents and caregivers about preschool events (e.g. via newsletters, monthly calendars, notifications regarding inclement weather, enrollment opportunities) and individual student performance (e.g. problems within the classroom, school-readiness, 4-year old conferences).
- Plan and lead morning devotionals with the staff.
- Update handbooks for Preschool staff and parents/caregivers annually, or more frequently as needed.
- Be familiar with Calvary Baptist Church Preschool's Handbooks.
- Identify curriculum for classrooms and ensure teaching and classroom management are appropriate for each age group.
- Recruits, hires, trains and supervises preschool staff.
- Provide each employee a copy of the Teacher Handbook and review yearly.
- Equip Preschool staff, through staff development opportunities, to teach the curriculum in their classroom and manage the classroom optimally.
- Supervise Preschool Staff, including at least two classroom observations per year and one written evaluation per year highlighting areas of excellence and areas of needed improvement.
- Meet with each staff member yearly to review and sign employee contract.
- Schedule and lead monthly staff meetings.
- Maintain effective communication with Church and Preschool staff.
- Endeavor to resolve disputes as they arise.
- Maintain daily child attendance using Procare.
- Advertise dates and times of Preschool registration.
- Handle all aspects of student enrollment including tours with prospective parents.
- Collect registration forms and assign children to appropriate classrooms.
- Collect and deposit registration fees and monthly tuition.
- Maintain enrollment to assure adequate income to meet the budget.
- Enter fees collected into two databases. (computer and hand-written)

- Maintain records of Preschool children. (e.g. registration forms, medical information, emergency contacts, records of fees paid.)
- Maintain records of Preschool staff. (e.g. background checks, application materials, current CPR certification, employment hours.)
- Maintain time sheets for Preschool staff and submit to the financial secretary for bi-weekly/monthly payroll.
- Maintain a working relationship with the financial secretary to make sure finances are balanced.
- Maintain all supplies for classrooms, including each teacher's supply budget.
- Maintain a substitute list and secure a sub if needed.
- Prepare preliminary annual budget and submit to the CBC Preschool Board.
- Manage financial resources and make reports to the CBC Preschool Board.
- Make recommendations to the CBC Preschool Board concerning tuition, registration and other budget needs.
- Make recommendations to the Board for hiring or reducing staff, including participation in the screening and interviewing process.
- Recommend and enforce policies set by the CBC Preschool Board.
- Report to the CBC Preschool Board on all relevant program activity.
- Schedule the use of shared space, Fellowship Hall and Sanctuary..
- Clean the bathrooms weekly at least twice during the school year.
- Assist in classrooms, car line, and other areas as needed.
- Develop the school calendar and schedule special events, such as Fall Festival, community helpers, EOY celebration, pictures, etc.
- Be available to assist with children causing continued distractions in the classroom.

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### **Physical Requirements:**

- Ability to walk, stand, bend, twist, squat, climb, and kneel demonstrating a full range of motion on an intermittent or sometimes continuous basis.
- Ability to fully grasp, push, pull, move objects such as files, file cabinet drawers, classroom furniture and reach overhead.
- Ability to operate a computer, laminator, copier and other school equipment.
- Ability to lift children, boxes, or equipment of up to 40 pounds.