

**Position Description**

The Parkview Christian Preschool Lead Teacher/Director will teach early childhood education and nurture children in their faith. This person will lead a classroom of children, oversee Preschool Associates and Administrative Staff and facilitate the administration of Preschool programs.

**General Staff Responsibilities**

- Plan, promote and oversee the administration of the preschool.
- Be involved in the teaching of the preschool.
- Oversee any associates that will assist in teaching at the preschool.
- Report to the Preschool Governing Board.

**Competencies**

- 3-5 years experience in Early Childhood Education
- A degree in Education
- A heart for ministry to children and families
- Agreement with the Parkview Church mission, vision and values and a willingness and desire to carry those out within the Parkview Christian Preschool Ministry

**Primary Responsibilities****1. Preschool Administration**

- Maintain official school records such as child & staff records, DHS records, Tuition and Policy Handbooks
- Produce and carry out preschool advertising
- Meet with prospective students and families
- Plan school events such as ice cream socials and preschool programs and field trips

**2. Teaching**

- Plan and carry out age-appropriate lessons, special activities and field trips for the class. Incorporate Christian principles, prayer, and Bible stories into daily activities.
- Communicate a positive Christian testimony to children and parents--especially characterized by Christian love.
- Communicate regularly with the parents concerning the child's progress. In addition, conduct two parent-teacher conferences a year.

**Direct Report**

Preschool Governing Board & Teaching & Family Ministries Pastor