



First Presbyterian Academy Greenville, SC

Job Title: Preschool Lead Teacher
Supervisor: Crusader Station Coordinator
Subordinate(s): None
Part/Full-Time: Full-Time
FLSA Status: Exempt

POSITION OVERVIEW:

Reporting to the Early Education Principal, the Lead Teacher will strive to provide a biblical worldview and an excellent educational experience. This spirit of excellence and biblical centric teaching will be demonstrated through age-appropriate lesson plans, implementation of programs, and classroom environments. As a Kingdom Educator, the Lead Teacher will seek to provide a foundation for learning that will develop Christ-like character in students from varied backgrounds for a lifetime of learning and service.

GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FIRST PRESBYTERIAN ACADEMY:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth
- Passionate about living out his/her calling through the Christian education of our students
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the First Presbyterian Academy website (www.firstpresacademy.com) page
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth

QUALIFYING CHARACTERISTICS:

- Committed to maintaining the appropriate degree of confidentiality and professionalism
- Proficient in basic technology platforms like Word, Excel, and Gmail
- Ability to work as a part of a team
- Demonstrates good oral communication skills and written communication skills
- Ability to be respectful, friendly, nurturing, and attentive to others

ESSENTIAL DUTIES:

- Communicate to parents on a weekly basis through newsletter
- Plan and prepare lesson plans that are age-appropriate, written with a Biblical worldview, and are submitted to the Early Education Principal weekly
- Prepare activities to address both whole group and individual needs
- Ability to address individual needs of students
- Develop long-range lesson plans
- Administer assessments to document growth of each student
- Utilize assessments to influence future lessons
- Maintain a student portfolio to highlight progress over the course of the school year
- Attends in-service training, faculty prayer meetings, grade level meetings, faculty meetings, schoolwide functions, and parent meetings as required
- Develop long-range lesson plans
- Oversee and facilitate the general safety of the classroom environment as well as the outdoor play areas
- Assists children with personal care activities to include toileting, feeding and cleanliness needs
- Maintain an orderly classroom environment that will foster the learning process
- Create effective centers that will be engaging and foster the learning process
- Maintain accurate and current attendance records
- Willingness to adhere to established school policies and procedures

- Performs other related duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Associate's degree or higher from an accredited college or university
- Maintain 15 hours of continuing education through CCEI each year per DSS guidelines
- Maintains CPR and First Aid certification according to DSS requirements
- Previous experience in a church or Christian school and/or training in a biblical worldview is preferred

PHYSICAL REQUIREMENTS:

- Ability to evacuate students in the event of emergency
- Ability to sit, bend, kneel, and stand as needed in interactions with students
- Ability to talk clearly and to hear
- Must be able to lift 15-40 pounds at a time

03/13/2025 by JR