



WISE ACADEMY

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In the Name of Allah, the Beneficent, the Merciful

POSITION:

Preschool Lead Teacher – Full-time

Job Type:

Full time 8:00 AM- 3:30 PM

REPORTS TO:

Director of Preschool/Kindergarten

POSITION SUMMARY:

The Lead Preschool Teacher will be responsible for maintaining a positive and appropriate educational environment, and creating a program that meets the intellectual and emotional needs of all of our children. The successful candidate will work closely with the Director of PreK to ensure our program provides education, physical health and emotional well-being.

QUALIFICATIONS:

1. Bachelor's Degree in Early Childhood Education, Child Development Associate or Montessori Diploma/Certification (required)
2. A minimum of 3+ years' experience in teaching capacity and lesson planning, 2+ years' experience in a Montessori setting
3. Passionate about the development and well-being of children
4. Certification in CPR, First Aid, and Blood borne Pathogen training required within 30 days of employment
5. Ability to foster growth, creativity, and flexibility and work in collaboration with the teaching staff to set performance goals and objectives
6. Ability to facilitate resolution of interpersonal issues
7. Successful experience in shared decision making
8. Evidence of experience working with diverse communities
9. Consistently demonstrates good character, flexibility, and the ability to work with others to create an environment that promotes team work
10. Ability to confer with parents, staff, and stakeholders to discuss educational activities, policies, and learning targets
11. Demonstrated ability to plan, organize, delegate, and listen

MAJOR DUTIES AND RESPONSIBILITIES:

1. Create a developmentally appropriate program for our students ensure that content, scope and sequence are appropriate to students learning at different levels and is aligned with the state's Common Core Standards
2. Develop weekly lesson plans, activities and class set-ups
3. Assess children's needs and development

4. Establishes standards and expectations for proper student conduct; supports the appropriate methods to encourage discipline and commitment to adhere to established guidelines; maintains high expectations and motivation for all students to engage in continuous learning and development
5. Consistently demonstrates high moral, ethical, and professional standards of performance and personal integrity, which includes addressing problems and issues in an open, honest, and timely manner
6. Promotes ongoing positive communication with parents and community agencies, effectively involving them in the education of children
7. Nurtures a school environment that celebrates, respects, and values diversity, where teaching and learning are made relevant and meaningful to students of various cultures
8. Work closely with families to encourage mutual cooperation
9. Ensure the safety of all children in our program
10. Closely follow licensing regulations related to child care
11. Performs other duties as assigned

SKILLS:

- Superior oral and written communication skills
- Solution and results-oriented
- Team-player
- Solid organization skills