

Little Trojans Preschool
Preschool Lead Teacher
Central Lake Public Schools



QUALIFICATIONS:

1. A Bachelor's degree in early childhood education or child development or the equivalent; or
2. An associate's degree (AA) in early childhood education or child development or the equivalent

POSITION SUMMARY:

The lead teacher is responsible for managing a team in providing a quality educational program for preschool children by planning, assessing, and instructing students. The position includes maintaining required records to ensure grant and licensing compliance guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Work as a team member in providing a quality educational preschool program
2. Lead a team in planning, implementing, and monitoring curriculum and assessment
3. Establish parent involvement activities
4. Complete home visits
5. Work with individual and small groups of students
6. Support children's emotional and social development, encouraging understanding of others and positive self-concepts
7. Assist children with personal health care needs
8. Work collaboratively and communicate with assistant teachers to implement lesson plans, activities, and classroom tasks
9. Monitor behavior and support the educational process in the classroom
10. Observe students' performance and record relevant data to assess progress
11. Collect and document data regarding the student(s)
12. Maintain accurate and complete student records
13. Supervise students in classrooms, halls, cafeterias, and/or playground
14. Participate in trainings and on-going professional development
15. Able to work flexible hours as needed for family involvement activities, including home visits, recruitment events, open house
16. Perform other duties as assigned

REPORTS TO: Elementary Principal

WORKING CALENDAR: CLPS School Year Calendar

SALARY: Competitive Salary w/benefits

APPLICATION: Submit letter of interest, transcripts and/or certifications, and resume by Monday, July 19, 2021 at 4:00pm to:

Mrs. Lenore Weaver, Superintendent
Central Lake Public Schools
8190 W. State St.
PO Box 128
Central Lake, MI 49622
or, via email to : weaver@clps.k12.mi.us

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Central Lake Schools are notified that the Central Lake Public School District does not discriminate on the basis of race, color, national origin, creed, age, religion, sex (including sexual orientation and transgender identity), height, weight, marital or family status, military status, genetic information, or disability in admission or access to, or treatment of employment in any of its programs, activities, or policies.