

## Job Description

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### Position Title: Early Education Lead Teacher

**Purpose of Position:** The Early Education Lead Teacher is responsible for fulfilling the mission of Des Moines Christian School by equipping minds through engaging, innovative instruction and nurturing hearts by mentoring young people as spiritual leader and role model. This position oversees implementation of curriculum and practices research-based assessment strategies. The Lead Teacher is responsible for maintaining education standards outlined by the State of Iowa and supporting the DMCS core values.

**Position:**

- Full Time Benefit Eligible / Calendar Year or School Year
- Hourly, at will employee

**Reports To:** Early Education Director  
**Evaluated By:** Early Education Director  
**Direct Reports:** None

**Qualifications:**

- High School Diploma or GED required. AA or BA/BS in Education preferred.
- Minimum experience of 2 years in early education required.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.
- Must be able to pass child abuse and background check.
- Various training prior to or able to obtain after hire: First Aid/CPR, Mandatory Child Abuse Reporting, Universal Precautions, Child Care Essential Pre-Service Training.
- Must be physically able to lift a minimum of 25 pounds and work indoors or outdoors.
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.

**Professional Profile:**

- Demonstrates excellence and professionalism in communication
- Demonstrates excellence in customer service skills
- Characterized by integrity
- Demonstrates technology skills appropriate for the position and the ages of the students
- Maintains confidentiality
- Demonstrates consistent spiritual leadership
- Demonstrated ability to work collaboratively as a part of a team.

**Responsibilities:**

**Instruction and Classroom Management**

- Follows DMCS programming standards for Early Education excellence.
- Designs and implements daily lesson/activity plans using DMCS approved curriculum.
- Maintains accurate and timely child records and assessment data using DMCS provided electronic system.
- Integrates Biblical truth into all classroom learning.
- Creates a safe, inviting and nurturing environment for children.
- Uses strategies to deliver instruction that meets the multiple learning needs of students.
- Demonstrates competence in classroom management using positive discipline techniques.
- Collaborates with team in developing classroom plans and goals.
- Participates in meal/snack activities by assisting with preparing and serving food, eating with the children and cleaning up after.
- Models appropriate behavior and provides feedback.
- Meets all applicable licensing regulations and QRS guidelines.

**Communication**

- Maintains clear and consistent communication with room team to provide a seamless schedule and staff transitions throughout the day.
- Promotes a welcoming classroom setting that encourages parent participation.
- Partners with parents through effective, consistent communication including but not limited to: emails, newsletters, phone calls and conferences.
- Partners with parents to support, guide and share in their child's growth and development.
- Cultivates positive relationships with families, teachers, state licensing authorities and community contacts.

**Other**

- Serves others by enhancing the community at DMCS through active participation in school events including but not limited to family fun nights and open houses.
- Attends staff meetings and completes professional development requirements.
- All other duties as assigned.

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

Signatures: \_\_\_\_\_  
Early Education Lead Teacher

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Early Education Director