



A DIVISION OF CHAT (CHURCH HILL ACTIVITIES AND TUTORING)
www.tinytykespreschool.org www.chatrichmond.org

TINY TYKE'S CORE PURPOSE:

We are a preschool program for the East End that is committed to fostering a love of learning through a gospel-centered, creative, community-focused education.

CHAT's Why we do what we do:

1. Because every person is created in the image of God and therefore valuable.
2. Because the destructive forces of cyclical poverty deny that value, especially for children.
3. Because we are hopeful for the Gospel flourishing for our youth and city.

CHAT's How we do what we do:

1. First, create amazingly hospitable spaces.
2. Second, develop and promote authentic relationships.
3. Then, educate with meaningful skills (hands), model spiritual integrity and reconciliation (heart) and teach the gospel (head).

TINY TYKES PRESCHOOL PROGRAM

LEAD TEACHER

JOB DESCRIPTION

CATEGORY: Part Time Staff

REPORTS TO: Director, Becca Granger

LOCATION: TINY TYKES , 1920 FAIRMOUNT AVENUE, RICHMOND, VA 23223

SALARY: \$14,032 PER NINE MONTH YEAR

JOB SUMMARY

The Lead Teacher is responsible for the day-to-day operation of the classroom. The teacher shares responsibility for establishing an effective environment for the children and is knowledgeable of the program's philosophy, policies, goals, and objectives. He/she will plan and implement learning experiences that advance the intellectual, emotional, social, spiritual and physical development of children within a safe, healthy and nurturing learning environment. He/she encourages the involvement of the families of the children of the program and supports the development of relationships between children and their families.

FUND DEVELOPMENT

- CHAT claims development as one of its core strategies. Inviting others to pray for the work God is doing in this community and to give to our efforts is an essential aspect of CHAT's continued growth, and its ability to serve youth.
- Each member of the CHAT staff team is required to participate in resourcing CHAT's ministry by participating in activities directed by CHAT's Fund Development Team and Tiny Tyke's Director. These include, but are not limited to, sharing email contacts for your network of relationships, writing thank you notes, addressing letters, and participating in CHAT's spring fundraiser event and Tiny Tykes' spring annual fund.
- Hours required for the above responsibilities are included in pay.

PRIMARY RESPONSIBILITY

Lead the day-to-day operation of a classroom in a Preschool setting.

SPECIFIC RESPONSIBILITIES

- The lead teacher is supervised in the classroom by the Director;
- Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds; For school year 2018-2019, hours are 8:30 a.m. – 1:30 p.m., Monday through Friday (children are at school from 9 a.m. - 12 p.m.);
- Teachers are expected and required to attend a monthly Tiny Tykes Staff Meeting, typically the first and third Wednesdays of the month from 12:30 – 2 p.m.;
- Teachers are expected to complete at least one home visit for each child during the school year, typically scheduled during the 12:30 - 1:30 hour;
- Teachers are expected to complete at least two parent/teacher conferences for each child during the school year;
- Work involves teaching in a preschool setting, which provides a comprehensive program to meet educational, emotional, social and spiritual needs of children;
- Prepare and plan all Lesson plans according to the curriculum provided by the program and email them to the program director by Friday the week before implementation;
- Maintain a weekly newsletter to the parents, providing updates and information for what is happening in the classroom and school by the close of school Fridays and send it to the Director for approval;
- Mentor the assistant teacher in facilitating activities for all children both indoors and outdoors;
- Plan and maintain a safe, clean, learning environment and assure the well-being and safety of the children in his/her care according to Virginia licensing standards for Child Day Centers;
- Follow the CHAT (Church Hill Activities and Tutoring) Employee Manual and adhere to CHAT missions and values;
- Exhibit a genuine nurturing, caring attitude to all children;
- Maintain a positive, calm attitude and voice, and encourage this attitude and voice with others working in the classroom;
- Maintain a cooperative attitude of working together with the director, assistant teacher, volunteers and parents in planning and implementing activities;
- Develop and implement the developmental assessment for each child to determine the child's strengths and areas in which each child may need help; maintain a portfolio and progress report of each child's progress;

- Prepare classroom, materials and supplies in advance for activities;
- Ensure children are supervised at all times;
- Provide various experiences and activities for children including songs, games and storytelling;
- Assist in building children's self esteem;
- Establish classroom schedule and routines and provide positive guidance;
- Implement positive discipline when required per the standard of the preschool;
- Clearly and effectively communicate in a manner that children understand;
- Organize snacks and water for children;
- Attend and maintain discipline in specials regularly;
- Maintain a regular time of prayer and Bible study.

MINIMUM QUALIFICATIONS

- Personal confession of faith in Jesus Christ and commitment to the vision and mission of CHAT.
- An intentional and practiced commitment to serving and engaging in the community of Church Hill.
- Minimum educational requirements are a high school degree or the equivalent and ONE of the following:
 - An endorsement or bachelor's degree in a child-related field such as, but not limited to, elementary education, nursing, or recreation, from a college or university;
 - 3 months of programmatic experience AND at least ONE of the following education backgrounds:
 - one year early childhood education certificate from a college or university that consists of at least 30 semester hours;
 - a child development credential by an organization listed in 63.2-1738 of the Code of Virginia
 - a teaching diploma from an internationally or nationally recognized Montessori organization
 - 6 months of programmatic experience and a minimum of 24 hours of training related to the care of children.
- Communicate effectively, both orally and in writing;
- Must be able to physically lift between 25 and 35 pounds;
- Follow basic principles of early childhood development as outlined in the Teacher's Guide to Teaching at Tiny Tykes Preschool Program.