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Center Director - Olivia Alexander

Job Description

Title: Lead Teacher

Department: Early Education

Job Summary:

The person selected for this position will be responsible for the supervision, teaching and management of a group of children under the age of six years old.

Qualifications

Education, experience, and enthusiasm will qualify the person for this position. A degree in Early Childhood Education or a Child Development Associate Credential is preferred; course work is required. This person must be at least 18 years of age, must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to follow the Procedures and Policies of Cornerstone Academy for Learning and Leadership (CALL).

Summary of Essential Job Functions

Responsibilities will include, but not be limited to the following:

- Plan, implement, and supervise appropriate curriculum according to the philosophy of CALL.
- Constant and consistent supervision of children in a positive style of teaching and training.
- Plan and prepare the learning environment; prepare the needed materials and supplies.
- Adapt teaching methods and instructional material to meet students' varying needs, interests, and teaching styles.
- Observe, record, and report on individual and group behaviors and injuries.
- Assume a share of the housekeeping responsibilities.
- Promote parent involvement through parent meetings and communications.
- Attend all staff meetings and events at CALL.
- Maintain professional conduct, attitude, appearance, and loyalty at all times; treat all people with respect and dignity.

Lead Teacher Duties

Duties will include, but not be limited to the following:

1. *Curriculum*

Prepare lesson activities according to the curriculum outline.

Plan lessons that address different learning styles and differentiated learning.

Turn in monthly lesson plans as directed by Curriculum Support.

Post weekly lesson plans and schedule of daily activities in designated areas.
Use Modern Manuscript writing style.

2. *Environment*

Prepare supplies and classroom prior to class time.
Keep room and paperwork orderly.
Provide a variety of sensory activities and thematic unit props.

3. *Behavior Management*

Provide a copy of your class rules to the ECE Director. Uphold Cornerstone's behavior management policies.

4. *Supervision*

Strictly uphold the teacher-to-child ratio in each classroom.
Train assistants in classroom preparation.
Delegate work to assistants.
Communicate to the Director unresolvable issues after adhering to the Matthew 18 Principle.

5. *Parent Relations*

Provide monthly newsletter which will include: news of interest, curriculum, special themes, and personal notes. All flyers and letters need to be reviewed by the ECE Director prior to distribution. Newsletters should appear professional.
Call each child's parent within the first week of attendance.

6. *Professionalism and Christian Conduct.*

Provide example of professionalism and Christian life in all areas.
Follow the dress code as put forth in the Employee Handbook.
Attend monthly staff meetings.
Meet the STARS and licensing requirements annually.
Attend a Bible-based Christian church regularly.

Mission Statement

Cornerstone Christian Academy's mission is to partner with parents to teach the truth of God's Word and to inspire students to pursue excellence spiritually, personally, academically, relationally, and physically, while equipping them for spending a lifetime of service to Jesus Christ.