



LEAD TEACHER

Summary:

Trinity Preschool seeks a lead teacher to provide a safe, welcoming, and stimulating environment for the students. Trinity Preschool is a half day, neighborhood preschool for children 2 through PreK committed to learning and growing through play.

Job Information:

Classification: Part-Time (16-20 hours/week)

Supervisor: Preschool Director

Work Schedule: Weekly schedule depends on classroom. Staff are contracted for employment late August through mid-June.

Benefits: See Employee Handbook

All prospective staff will have a background check completed before being hired as prescribed by the Child Protection Policy of Trinity United Methodist Church, VDOE and Trinity Preschool.

Job Qualifications:

Candidates should have excellent communication skills and an understanding of emergent and play-based curriculums. Ideal candidates will possess a BA in early childhood education or related field. Prefer a minimum of two years' classroom experience.

Duties and Responsibilities:

1. Ensure the implementation of an age-appropriate curriculum.
2. Communicate effectively with parents and caregivers.
3. Prepare and distribute weekly updates using Brightwheel.
4. Submit monthly lesson plans to preschool education coordinator and head of school.
5. Attend Staff Meetings and conduct parent teacher conferences.
6. Attain a minimum of 16 hours of professional development via in-service training or online workshops.
7. Meet with Assistant Teacher weekly to review curriculum goals, activities, and to coordinate schedules.
8. Keep attendance and records pertaining to the goals and progress of each child.
9. Maintain current First Aid/CPR Certification.
10. Have ability to work creatively and flexibly with others.

Interested applicants should send a cover letter and resume to preschool@trinityalexandria.org.