

# CHURCH AT VIERA

Job Description Form



Job Title	VPK Lead Teacher	
Reports To	Weekday Preschool Director	Rev Date Approved:

Level/ Grade	Type of position:	
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

## PURPOSE OF POSITION

To share the love of Christ with students and their families while providing a strong social, emotional, and academic education

## ONE SENTENCE JOB DESCRIPTION

Lead a VPK class to state standards and provide direction to an assistant.

## JOB RESPONSIBILITIES

- Participate in all required trainings
- Arrive at school by 8:00am to set up
- Assign specific tasks to an assistant
- Help unload children during carloop
- Plan lessons and teach according to educational standards
- Stay current with any changes in VPK standards
- Observe and record each child's development throughout the school year according to ELC requirements
- Maintain communication with parents regarding their child and keep information confidential
- Communicate any issues to the director
- Stay until 2:00pm to prepare for next day and clean the classroom
- Attend monthly staff meetings as well as team planning meetings

## EDUCATION

- High school graduate
- VPK Certification obtained before August 1

## EXPERIENCE

- Experience in a church or ministry preferred
- Experience with preschool preferred

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**SKILLS**

- A vital and growing personal faith in Jesus Christ.
- Align with the vision, mission, and values of Church at Viera
- Ability to motivate different personality types
- Work well within a team
- A good steward of ministry resources