



**INIC**  
PRESCHOOL

## Pre-Kindergarten Lead Teacher

Job Description: Pre-Kindergarten Lead Teachers are responsible for providing and maintaining a loving, nurturing, safe, and educational environment for the children in their care. They report to the Director and Assistant Director with any questions or issues.

### Major Responsibilities:

1. Manage one classroom of 4-5 year old children.
2. Create a classroom environment conducive to learning and appropriate to the physical development of the children
3. Plan activities that encourage exploration and curiosity and are appropriate to the ages, needs, and skill levels of the children.
4. Engage the children in academic activities, sensory activities, neuromotor activities, audiomotor activities, and physical exercise.
5. Guide children through completing their academic work.
6. Assist the children in washing their hands before meals.
7. Prepare breakfast, lunch, and snack for the children.
8. Routinely take children on bathroom breaks to ensure they don't have an accident.
9. Ensure all children are well dressed before going outside to the playground and are making safe choices during transitions.
10. Prepare children for nap time; making sure their mats are out, the lights are off, and music is playing.
11. Utilize the library and bring students there for storytime.



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12. Use Brightwheel to ensure that all children that are in your care have been checked in by their family.
13. Use Brightwheel to record the schedule of the children and communicate with parents throughout the day.
14. Maintain accurate and appropriate records for the children assigned to your room.
15. Maintain a safe environment based on the safety standards set by the Center and State guidelines.
16. Maintain a clean classroom to the best of your ability throughout the day, making sure the tables and the floor are clean.
17. Clean the classroom thoroughly at the end of the day.
18. Work cooperatively and effectively with your classroom assistant and as a team member; communicating necessary information on a continuous basis.
19. Establish a positive, friendly, and open relationship with each child's family and encourage their participation in the program.