

# **DELAWARE CHRISTIAN ACADEMY JOB PROFILE:**

**POSITION: LEAD TEACHER**

**CLASSROOM: 2 ½ Year Olds – Potty training class**

**STATUS: FULL-TIME, HOURLY**

## **VISION AND MISSION OF DELAWARE CHRISTIAN ACADEMY:**

### **DCA Mission Statement**

Delaware Christian Academy exists for the purpose of bringing glory to God. Our goal is to partner with families to provide a high standard of excellence in character development, Christian education, and academics in a Christ-centered environment. It is our desire and intention to honor children's different learning styles and build their self-esteem by laying a foundation of faith, community, and servanthood, where all children feel valued and can achieve success.

### **DCA Vision Statement**

As a ministry of Delaware Christian Church's exuberant faith community, we strive for children to experience God's love, grow in a Christ-centered educational environment, and be equipped to impact the world.

## **THE ROLE OF THE CHILD CARE PROFESSIONAL:**

Childcare Professionals are instrumental in shaping tomorrow's leaders by creating an environment that supports the early experiences of children, setting the foundation for lifelong learning and development.

## **GOALS & EXPECTATIONS:**

- Bring skills and experiences to provide quality care and educational excellence to students and families
- Help implement DCA's mission and vision by developing a classroom community that caters to and supports every type of learning style.
- Be an active participant in DCA's school family by creating a nurturing classroom environment that promotes empowerment, growth, and love
- Integrate collaborative planning with co-workers, foster a positive school culture, and exemplify DCA's core values:
  - Core Values: Modeling behavior, Communication, Teamwork & Unity, Spiritual Accountability, Academics and Job Responsibilities

## **PRIMARY RESPONSIBILITIES & TASKS:**

- Develop and implement age-appropriate lesson plans and activities.

- Create a safe and nurturing environment for children.
- Observe and assess each child's development
- Encourage social interactions among children and facilitate cooperative play.
- Maintain classroom cleanliness and organization.
- Adhere to all licensing and accreditation standards.
- Communicate with parents and caregivers about their child's achievements and any concerns.
- Organize and lead activities designed to promote physical, mental, and social development
- Conduct daily circle time and small group activities.
- Observe and track children's growth and learning milestones
- Organize and participate in parent-teacher conferences and other school events.
- Ensure compliance with all state and local regulations for childcare.

### **POTTY TRAINING RESPONSIBILITIES:**

- Keeping records of each child's potty-training progress, including successes and accidents.
- Monitoring signs of readiness for potty training and adapting approaches as needed
- Discussing each child's progress with their parents and providing updates.
- Offering tips and advice to parents for continuing potty training at home.
- Collaborating with parents to ensure consistency between home and preschool.
- Communicating with other staff members about each child's progress and any concerns.
- Working together with colleagues to maintain consistent potty-training routines.
- Educating children about the importance of handwashing and personal hygiene.
- Demonstrating proper handwashing techniques.
- Offering encouragement and support to children who may be anxious or reluctant about potty training.
- Building children's confidence through positive interactions and reinforcement.
- Employing strategies and tools suitable for the children's age and developmental stage.
- Adapting methods to meet the individual needs of each child.

### **PERSONAL RESPONSIBILITIES:**

- Be active in seeking God about plans for your class and your students and the implementation of those plans
- Demonstrate a Christ-like attitude in interactions with families, staff, and volunteers
- Exhibit a personal and growing relationship with God and a teachable spirit
- Commit to live out the core values of DCA, to accomplish the mission and vision for current and future plans

### **STRENGTHS & SKILL SETS:**

- Must have or acquire working knowledge of Microsoft Office, Canva, social media, etc.
- Must understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications, like email and social media.
- Ability to work independently and with a group

- Ability to maintain confidentiality
- Must be enthusiastic about teaching and creating a positive atmosphere
- Self-motivated with strong organizational skills and attention to detail
- Outgoing and engaging personality with a strong passion for Early Childhood Education
- Graceful communication, patience, and compassion in all interactions with parents, staff, and children
- Must be willing to invest in professional development to grow your skillset

**YOUR TEAM:**

- This position reports directly to the Director
- This position will have full support from the Assistant Director/Educational Coordinator

**SCHEDULE:**

- This is a hourly position working approximately 40 hours per week
- DCA is open Monday – Friday, year-round, from 7:00 a.m. – 6:00 p.m.
- Your scheduled hours would be 8:30 p.m. – 5:30 p.m. with periodic changes
- There will be occasions when you are required to attend carious activities outside of your typical work schedule (ex: art show, Christmas program, etc)