

TOLEDO CHRISTIAN SCHOOLS, INC.

**TITLE: JOB DESCRIPTION -
AFTER CARE LEAD TEACHER**

CATEGORY: Staff/Part-Time/Non-Exempt

PURPOSE: The Lead Teacher is responsible for providing supervision, care, guidance, and developmentally appropriate learning experiences to meet the educational, physical, spiritual, and emotional needs of the children. The Lead Teacher is responsible for maintaining the classroom, follow all licensing regulations and school policies and daily activities.

SUPERVISOR: After Care Supervisor

FUNCTIONS AND RESPONSIBILITIES:

- Prepare materials for each day, as well as dispense and collect supplies.
- Enforce good manners and godly principles.
- Supervise playground activities, snack time and homework.
- Respond to basic emergencies and to look out for safety and welfare of the children.
- Greet the children and parents with salutations and smiles.
- Assist in classroom daily housekeeping tasks.
- Collect After Care payments from parents and document such payment.
- Maintain daily attendance sheet.

QUALIFICATIONS:

- Give evidence of being born-again through the redemptive grace of Jesus Christ.
- Demonstrate a mature and godly Christian worldview and lifestyle.
- Agree with school's Statement of Faith and Mission.
- Regular church attendance.
- Have high school diploma or equivalent.
- Exhibit excellent conflict resolution and communication skills, and be patient and energetic.
- Obtain certification as required by the Ohio Department of Education
- Obtain certification for First Aid/CPR, Communicable Diseases and Child Abuse Training.
- Obtain additional in-service training hours as required.
- Effective at time management and decision making.
- Strong classroom management skills.