



## **PDO Lead Teacher**

PART TIME – breakdown of hours listed below

*JOB DESCRIPTION – updated June 2022*

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**Overview** Foster a loving, safe, and nurturing environment for preschoolers to explore, learn, and enjoy, while partnering with TBC in our mission to “develop fully devoted followers of Christ.”

**Reports to:** PDO Director

**Oversees:** PDO Assistant Teacher

**Hours:**

- Tuesdays and Thursdays, approximately 8:15am-2:30pm, during the PDO semesters. A small amount of additional time is available for classroom preparation.

**Qualifications:**

- Must be a born again Christian (John 3:3), love God and others, display maturity, have a team member mentality and a servant heart, and be passionate about helping children discover Jesus as Savior and become followers of Jesus Christ.
- Must be able to supervise children, lift children from the floor, and bend down to a child’s height or sit on the floor with them.

**RESPONSIBILITIES:**

- Lead a classroom of children for the PDO Ministry, while supervising their care, education, and safety, in order to meet the spiritual, physical, emotional, social, and mental needs of the children.
- Prepare lessons plans and turn them into the PDO Director each month using the curriculum and resources provided or other approved sources.
- Serve as a parent liaison through daily contact, monthly newsletters, open houses, and teacher conferences.
- Ensure the classroom is organized, including the décor, arrangement, and learning environment.
- Interact with children, parents, and other staff in a friendly and constructive way.
- Utilize the Assistant Teacher to assist with leading the classroom.
- Attend all PDO staff meetings and training sessions.
- Perform additional responsibilities as needed.

*If interested in applying for this position, please email your resume to Amanda Long at [along@trinitybible.com](mailto:along@trinitybible.com).*