



## POSITION PROFILE

3917 WASHINGTON ROAD, MARTINEZ, GA 30907 | 706.869.1774 | MYABILENE.ORG

### POSITION TITLE

## ABC Weekday Preschool Lead Teacher

### POSITION SUMMARY

The Lead Teacher makes lesson plans, teaches phonics, numbers, and small motor skills in a classroom setting, and communicates with parents. ABC Weekday Preschool is a program that teaches kids how to learn while playing in a Christ-centered environment.

### HOURS

2, 3, or 4-days a week depending on position availability; 8:30 AM – 2:00 PM starting the Tuesday after Labor Day and ending the 3rd week in May.

### REPORTS TO

ABC Weekday Preschool Director

### POSITION TYPE

Part-time, Non-exempt

#### Responsibilities & Duties

1. Ensure the Assistant Teacher is completing all required tasks.
2. Maintain classroom structure and order throughout the school day.
3. Prepare monthly lesson plans through the ABEKA curriculum and a classroom calendar.
4. Contact parents regarding upcoming special days.
5. Check on children who are absent due to illness, etc.

#### Knowledge, Skills & Abilities

1. Must have good people skills.
2. Must have good organizational skills.
3. Computer skills (Microsoft Word & Excel) are a plus.

#### Personal Responsibilities

1. Demonstrate a Christ-like attitude in performing all work to honor our Lord and Savior Jesus Christ
2. Be an active member of Abilene Baptist Church
3. Faithfully maintain discretion and effectively deal with sensitive and/or confidential information of a written and/or spoken nature
4. Use independent judgment to determine work priorities
5. Be a loyal staff member by cooperating and following the leadership of the church
6. Follow Abilene's policies and procedures as written in the Staff Handbook
7. Work in coordination with the overall mission, goals, and objectives of the church, which are summarized by the mission statement "To reach people and develop them into fully mature, reproducing followers of Christ"

To apply, submit a résumé to Robin Gennarelli, ABC Weekday Director, at [gennarelli@myabilene.org](mailto:gennarelli@myabilene.org).