



Joy Child Development Center  
 10111 East Eagle River Loop Road  
 Eagle River, Alaska 99577  
 907-694-2755  
 Fax: 907-694-1467

<b>Employee</b>	
<b>Job Title</b>	Lead Teacher
<b>Age Group</b>	Preschool (3-5 years)
<b>Employment</b>	Full-Time
<b>Overtime Status</b>	Non-Exempt
<b>Wages</b>	
<b>Hours</b>	Between the hours of 6:45-6:00pm, M-F
<b>Reports to</b>	JCDC Directors
<b>Trial Period</b>	

**Job Overview**

The Lead Pre-K Teacher is responsible for guiding the daily care, learning environment, and classroom routines for a preschool classroom. This role supports children’s development through intentional, developmentally appropriate instruction that emphasizes kindergarten readiness, social-emotional growth, and foundational academic skills. The Lead Preschool Teacher builds strong relationships with children, families, and team members and provides structure and consistency within the classroom while working collaboratively with assistant teachers and administration.

This position is not a supervisory or management role but does carry responsibility for classroom planning, organization, and communication.

**Roles & Responsibilities**

- Plan and implement developmentally appropriate learning experiences aligned with the assigned curriculum and pre-k school-readiness goals
- Establish and maintain consistent daily routines that support independence, self-regulation, and engagement
- Create a warm, inclusive, and well-organized classroom environment that promotes exploration, learning, and confidence



Joy Child Development Center  
10111 East Eagle River Loop Road  
Eagle River, Alaska 99577  
907-694-2755  
Fax: 907-694-1467

- Support children's social, emotional, physical, and cognitive development, including early literacy, numeracy, and problem-solving skills
- Support self-help skills such as toileting independence, handwashing, hygiene routines, and smooth transitions
- Observe and document children's development, behavior, and progress as required
- Maintain active supervision of children at all times
- Ensure the classroom remains clean, safe, and organized throughout the day
- Follow all health, safety, sanitation, and infection control procedures
- Ensure required safety equipment and first aid supplies are available and accessible
- Maintain required classroom documentation related to learning, care, and behavior
- Support written and/or photographic documentation in accordance with center policies
- Communicate professionally and respectfully with families regarding classroom routines, learning progress, and pre-kindergarten readiness
- Work collaboratively with assistant teachers to support consistent classroom flow and expectations
- Share concerns, observations, or support needs with administration in a timely manner
- Model family-style dining and age-appropriate social behaviors
- Call roll and support meal counts for breakfast, lunch, and afternoon snack
- Maintain confidentiality regarding children, families, and staff
- Arrive on time and prepared for each workday
- Attend required staff meetings and professional development
- Follow all Joy CDC policies, procedures, and licensing requirements

**Qualifications & Physical Demand:**

- Must be over the age of 18 years old
- High school diploma or equivalent
- Current Adult & Pediatric CPR/First Aid certification
- Completion of required annual professional development hours
- CDA (preferred) or willingness to obtain one
- Degree in Early Childhood or Elementary Education (preferred)



Joy Child Development Center  
10111 East Eagle River Loop Road  
Eagle River, Alaska 99577  
907-694-2755  
Fax: 907-694-1467

- Prior experience working with young children
- Ability to lift at least 35 lbs and meet physical demands of preschool care
- Pass required background check and fingerprint clearance
- Proficient in reading, writing, and speaking English

I meet the qualifications of and understand and accept all of the duties and responsibilities stated in this job description. I also accept the hours, wages, paid holidays, and employment period specified.

---

Administrator Signature/Date

---

Employee Signature/Date