



The Preschool at Olive Branch

a ministry of Olive Branch Baptist Church

Early Childhood Lead Teacher

Reports To: Preschool Director
Employment Type: Part Time
Late August – Late May

Location: Olive Branch Baptist Church
123 Olive Branch Road
Durham, NC 27703

Job Description

The Lead Preschool Teacher is responsible for creating and maintaining a safe, nurturing, and developmentally appropriate classroom environment for young children. This role provides instructional leadership in the classroom, implements curriculum, builds strong relationships with families, and ensures compliance with all program policies and standards. The Lead Teacher models professionalism, warmth, and a passion for early childhood education.

Qualifications

- We are a Christ-centered preschool and seek teachers who have a personal relationship with Jesus Christ and model their faith in both their professional and personal lives.
- Early Childhood Teaching Certification or a teaching degree is a plus, but not required
- If you do not have experience but love children and are willing to learn new skills, we welcome your application.
- Strong classroom management and communication skills.
- CPR and First Aid certification (or willingness to obtain).
- Ability to pass background check

Responsibilities

- Plan and implement developmentally appropriate lesson plans aligned with program philosophy and curriculum.
- Maintain a safe, clean, and organized classroom that meets all program policies and procedures.
- Establish consistent classroom routines and positive behavior management strategies.
- Supervise and mentor assistant teachers and classroom aides.
- Observe, assess, and document children's progress regularly.
- Build positive, professional relationships with parents and guardians.
- Communicate regularly regarding student progress, classroom updates, and any concerns.
- Conduct parent-teacher conferences as scheduled.
- Partner with families to support each child's success.
- Attend staff meetings, trainings, and professional development opportunities.
- Collaborate with leadership and fellow teachers to maintain program excellence.
- Perform other duties as assigned to support the mission and daily operations of the preschool.