



**Job Title:** Lead Teacher (Infants and Toddlers)

**Date Prepared:** June 29, 2026

**Status:** Full-time, hourly

**Summary:**

The lead teacher in Hope4Kids is the primary caregiver of a group of children in the classroom and assumes professional responsibility for planning and implementing the early childhood learning environment. Goals are centered on each individual child's spiritual development, sense of self, social relations, creative representation, movement, communication and language, exploration and early logic development. The lead teacher works within the Women and Children's Ministry Team

**Qualifications:**

1. Ministry:

- a. Willingness to fully embrace the Hope Ministries Grace Model
- b. Willingness to live own personal life according to the standard of Christlikeness
- c. Ability to build safe, trusting relationships with residents

2. Education:

HighScope Training is preferred but not required

3. Experience and Abilities:

- a. Understanding of childhood development theory and practices
- b. Experience working with infants and toddlers is preferred
- c. Understanding of childhood trauma and its effects
- d. Ability to work with highly challenging children and families
- e. Ability to work in a dynamic, ever-changing environment
- f. Ability to work collaboratively with other staff as part of a care team
- g. Sensitivity and responsiveness to cultural differences in the population served

4. Transportation:

Must have valid driver's license and auto insurance.

**Personal Commitments:**

1. Live authentically before the community so that residents see the results of a life being transformed by Christ
2. Live out ongoing healing and transformation
3. Belong to an authentic Christian community outside of Hope

**Duties:**

- 1. Provide high-quality infant and toddler classroom care**
  - a. Develop and implement daily lesson plans
  - b. Manage all necessary caregiving routines (naps, mealtimes, diapering/toileting, etc.)
  - c. Track and utilize assessment data to ensure appropriate development
  - d. Ensure all health, safety and developmental protocols and standards are met
  - e. Ensure appropriate food and supplies are available for the classrooms
  - f. Communicate regularly with parents to address issues and to support parents in reinforcing learning in the home. Invite parents to spend time in the classroom on a monthly basis
  - g. Plan and implement field trips and other developmental activities
  
- 2. Connect children and parents with outside programs and services as needed**
  - a. Build relationships with outside providers like First Steps when needed
  - b. Connect children and parents with programs and services as needed
  
- 3. Engage, equip and support volunteers**
  - a. Communicate volunteer opportunities to the Volunteer Coordinator
  - b. Work with the Volunteer Coordinator to identify and train volunteers
  
- 4. Participate in other WCMT activities and programs**

May include working with preschool and school aged children, helping with transportation, conducting parenting classes, planning and conducting social and recreational events, and any other activities needed to serve children and families
  
- 5. Participate in the activities of the Hope community and the Hope team**

Includes attending Community Meetings as determined by team leader(s), participating in the self-evaluation process, attending Staff Meetings, Women and Children's Ministry team meetings, and Supervision and Personal care meetings.