

**123 Learning Center**

123 Your Road

Your City, SC

555-555-5555

**HOW TO APPLY**

Send a cover letter and

resume to

**123learningcenter@gmail.com**

with the subject line:

“First Steps 4K

Lead Teacher Application”.

Are you interested in making a difference in the lives of young children? **Agape Learning Center is looking for a patient and compassionate teacher who has experience working with young children**. The First Steps 4K Lead Teacher will help lead developmentally-appropriate activities that encourage healthy physical, social, and emotional development for students.

**RESPONSIBILITIES**

* Adhere to the [First Steps 4K](http://www.scfirststeps.org/joinFS4K) Guidelines
* Follow all employer policies and procedures at all times
* Create and implement weekly lesson plans in accordance with the First Steps 4K approved curriculum
* Keep parents and families updated on their students’ daily activities and progress
* Communicate with families on a daily or weekly basis through writing or face-to-face.
* Foster a classroom environment of safety and respect
* Perform daily cleaning routines to keep facilities sanitary and safe
* Attend all required First Steps 4K and SC DSS trainings and obtain required continuing education hours.

**BENEFITS**

At 123 Learning Center, our mission is to develop a community of confident students who love to learn. We are passionate about creating a nurturing, caring environment where all children can thrive. We are also committed to the well-being and growth of our teaching staff. We are proud to offer regular professional development opportunities to all 123 Learning Center staff.

**REQUIREMENTS**

* Two-year degree in early childhood or a related field AND must be demonstrating progress towards a four-year education program
* Able to pass a Child Abuse and Neglect Registry background check

**PREFERRED**

**QUALIFICATIONS**

* Bachelor’s Degree in early childhood or related field
* CPR and First Aid Certification
* Experience working in a play-based environment
* Ability to work creatively and flexibly

**First Steps 4K Lead Teacher**

1+ Years’ Experience | Full Time