



Trinity Christian Academy
Rev. John D. Tolbert, Senior Pastor
Shonda Williams, Academy Director

Lead Teacher (Toddler, Pre-school)

Duties and Responsibilities:

- Collaborate with other teachers, assistants, and staff members to create an optimal learning and caring environment.
- Prepare appropriate weekly lesson plans based on the educational standards of the classroom's age group and teach in a manner reflective of each child's abilities through personalized instruction and other supplementary assistance.
- Employ a variety of educational techniques (storytelling, educational play, media, etc.) to teach children.
- Maintain responsibility for the implementation of mandated developmental, behavioral, and sensory screenings and performance standards.
- Encourage children to interact with each other and to resolve minor conflicts.
- Manage an active classroom environment, and provide the structure and discipline required for successful learning for each child present.
- Establish a positive relationship with parents/guardians and provide helpful feedback to them on a regular or as-needed basis.
- Attend all staff meetings and in-service-trainings provided at the Academy.
- Sanitize and clean toys, tables and other items critical to maintaining a clean environment.
- Keep abreast of current knowledge in the field of Early Childcare Education and maintain compliance with the State of Michigan's licensing standards.
- Other duties as assigned by the Director.

Qualifications:

- Must display passion regarding growth and development of the children while in the care of the Academy.
- Must have experience in leading a classroom and creating educational lesson plans.
- Must have experience working in a licensed childcare facility.
- Must have an Associate degree in Early Childhood Education or Child Development or a CDA or shall have 3 semester hours or 4.5 CEUs in Toddler or Pre-k development and care practices within 6 months of hire.
- College degree preferred
- Must be flexible regarding work schedule and hours
- Must be at least 18 years of age
- Must pass a comprehensive background check.



- Infant/Child CPR and First Aid certification (Preferred)
- Excellent Leadership, Organizational and Interpersonal Skills.

- High Energy and the ability to work well with others (Director, staff, children, parents) and to foster a team environment.

Compensation: Very Competitive Salary range, Paid Holidays, Vacation Time, 403B Retirement Program.



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Assistant Teacher

Duties and Responsibilities:

- Collaborate with other teachers, assistants, and staff members to create an optimal learning and care environment.
- Assist with the implementation of weekly lessons that meet educational requirements in an age-appropriate manner, and teach in a manner that meets the needs for the ages and abilities of all participating students.
- Provide helpful feedback to parents and guardians on a regular or as-needed basis.
- Attend all staff meetings and in-service-trainings provided at the Academy.
- Communicate information about children to the teacher and or the director regarding health and safety issues, etc.
- Sanitize and clean toys, tables and other items critical to maintaining a clean environment.
- Keep abreast of current knowledge in the field of Early Childcare Education and maintain compliance with the State of Michigan's licensing standards.
- Other duties as assigned by the Director.

Qualifications:

- Must display passion regarding growth and development of the children while in the care of the Academy.
- Must be able to take and follow directions
- Must have a high school diploma or GED
- Must be flexible regarding work schedule and hours
- Must be at least 18 years of age
- Must pass a comprehensive background check.
- Infant/Child CPR and First Aid certification (Preferred)
- High Energy and the ability to work well with others (Director, staff, children, parents) and to foster a team environment.

Compensation: Very Competitive Salary range, Paid Holidays, Vacation Time, 403B Retirement Program.



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Lead Infant Teacher

Duties and Responsibilities:

- Set up and maintain a well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children.
- Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
- Observe and maintain records daily on each child's meals, diaper changes, and needs
- Collaborate with assistance to create an optimal learning and care environment.
- Prepare weekly lesson plans that meet educational requirements of the age group being taught and teach in a manner that is reflective of each child's needs and abilities.
- Maintain responsibility for the implementation of mandated developmental, behavioral, and sensory screenings and performance standards.
- Provide helpful feedback to parents and guardians on a regular or as-needed basis.
- Establish a positive relationship with each child's family and conduct parent conferences
- Attend all staff meetings and in-service-trainings provided at the Academy.
- Sanitize and clean toys, tables and other items critical to maintaining a clean environment.
- Assist and provide information to parents to enhance their understanding of infant development
- Keep abreast of current knowledge in the field of Early Childcare Education and maintain compliance with the State of Michigan's licensing standards.
- Other duties as assigned by the Director.

Qualifications:

- Must display passion regarding growth and development of the children while in the care of the Academy.
- Must have experience in leading a classroom and creating educational lesson plans.
- Must have experience working in a licensed childcare facility.
- Must have an Associate degree in Early Childhood Education or Child Development or a CDA or shall have 3 semester hours or 4.5 CEUs in infant/toddler development and care practices within 6 months of hire.
- College degree preferred
- Must be able to meet physical demands of the job
- Must be at least 18 years of age



- Must pass a comprehensive background check.
- Infant/Child CPR and First Aid certification (Preferred)

- High Energy and the ability to work well with others (Director, staff, children, parents) and to foster a team environment.

Compensation: Very Competitive Salary range, Paid Holidays, Vacation Time, 403B Retirement Program.