

Position: Lead Infant Teacher

Primary supervisor: Staffing & Compliance Director

Job Location: Biltmore Church - Arden Campus

Position Type: Full-Time



The Academy

AT BILTMORE CHURCH

Summary of Position: The Lead Infant Teacher plays a vital role in creating a safe, nurturing, and engaging environment for our youngest children. This individual will lead the infant classroom with excellence, providing attentive care while supporting each child's early development—physically, emotionally, socially, and spiritually. The ideal candidate is dependable, detail-oriented, and deeply passionate about caring for infants and partnering with families.

Essential Qualities and Qualifications:

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and beliefs of Biltmore Church.
- A Christ-like testimony that is displayed inside and outside the workplace.
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting.
- Active involvement and membership in a local Bible teaching, Gospel centered church that aligns with the mission and values of Biltmore Church.
- Must meet **NC DCDEE Lead Teacher qualifications** (or be willing to obtain)
- Previous experience working with infants in a licensed childcare setting preferred
- CPR/First Aid certification (or willingness to obtain upon hire)
- Strong understanding of infant care, development, and safety practices
- Excellent communication and interpersonal skills
- Dependable, organized, and able to lead with both structure and warmth
- Ability to lift up to 35 pounds (children, equipment)
- Ability to sit, stand, bend, and move actively throughout the day
- Capable of maintaining active supervision in a fast-paced environment

Essential Responsibilities

- Serve as the primary caregiver and leader in the infant classroom (ages 6 weeks–12 months)
- Create a warm, responsive, and nurturing environment that meets each child's individual needs
- Maintain consistent feeding, diapering, and sleeping schedules in alignment with parent instructions and licensing requirements
- Ensure active supervision at all times and uphold a safe and clean classroom environment
- Lead by example and encourage teaching assistants and classroom aide success through modeling and coaching.
- Support age-appropriate developmental milestones through intentional interaction, play, and sensory experiences
- Engage infants through talking, reading, and play to encourage early language and social development
- Observe and document developmental progress and communicate updates with families
- Maintain frequent communications with parents through informal discussions, progress reports, formal parent-teacher conferences and the use of electronic parent communication tools (Brightwheel).
- Ensure full compliance with **North Carolina childcare licensing (DCDEE)** standards and center policies
- Maintain accurate records, including feeding logs, diapering logs, and incident reports
- Follow all health and safety protocols, including sanitation procedures and safe sleep practices
- Maintain a personal professional development plan to ensure continuous quality improvement
- Other duties as assigned by the Academy Administrative Staff