

JOURNEY COMMUNITY CHURCH PRESCHOOL

TEACHER - JOB DESCRIPTION

The person selected for this position will be responsible for the general supervision and management of a group of children between the ages of 6 weeks and Kindergarten.

All personnel shall share a commitment to Christ and the Christian Education of young children.

RESPONSIBILITIES

Supervision:

- a. Provide care and protection for the children in the program.
- b. Specifically supervise, provide early education, and care for the children assigned to your classroom.
- c. Cooperatively share the responsibilities of the classroom in any team situation.
- d. Implement methods for effectively utilizing and supervising the services of classroom assistants.

Classroom Management:

- a. Plan, supervise, and implement the class program and curriculum, developing meaningful lesson plans in accordance with the policies, goals and philosophy of the school.
- b. Prepare a monthly class calendar/lesson plans of daily activities.
This will be distributed to all parents in the classroom.
- c. Tailor the program to the needs of the individual child with regard to his/her interests, special needs, special talents, individual style, and pace of learning.
- d. Be responsible for the ordered arrangement, appearance, decor and learning environment of the classroom.
- e. Maintain appropriate records and notations on children in the classroom regarding growth, development, and readiness for promotion.

Teaching:

- a. Treat each child with dignity and respect, while endeavoring to understand their unique personalities and culture and socioeconomic backgrounds.
- b. Lead classroom activities appropriate to the children's mental, emotional, social, spiritual and physical development.
- c. Help each child become aware of hi/her role as an integral part of a group.

Teamwork:

- a. Attend all staff meetings.
- b. Perform all responsibilities in a cooperative manner with coworkers.

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- c. Assume an equal share of the joint housekeeping responsibilities of the staff.
- d. Communicate: When in conflict use the Matthew 18 principle.

Professional growth:

- a. Participate in recommended training programs, conferences, courses and other aspects of professional growth recommended by the Director.
- b. Maintain an active participation in professional organizations such as AEYC.

General:

- a. Assist in public relations and church events sponsored by the school.
- b. Attend and participate in functions of the school such as Back to School Night, the Christmas Program, and Open House. These functions are paid after school events.
- c. Regular attendance at work to provide consistency in supervision and teacher/child relationships.
- d. Read and understand the Parent Handbook to be able to provide guidance and information to parents.
- e. Plan and implement methods of establishing a positive liaison with parents.
- f. Meet with the parent(s) or guardian of each child at least once a year to answer any questions and to provide helpful feedback on the development of their child.

QUALIFICATIONS

The person selected for this position must:

- a. Be at least 18 years of age.
- b. Be in the process of becoming professionally prepared to be a teacher of young children.
- c. Meet all requirements of Dept. of Social Services Licensing Agency.
Including but not limited to: Fingerprint Clearance
Child Abuse / Criminal Record Clearance
Appropriate Educational Preparation
CPR/First Aid Certification Training (2 years)
TB Test
MMR (lifetime), Tdap (10 years), TB (4 years), Flu (annual)
- d. Possess a minimum of 12 ECE units. (Child Development; Child, Family, Community; a Curriculum class; and a 3-unit Infant class.) An A.A. Degree or higher in Early Childhood Education or a related field preferred.
- e. Must have a warm and friendly personality.
Be sensitive to the feelings and needs of others
Be able to relate well to children
- f. Share the same biblical beliefs that align with the Bible and God's commands.

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Have a personal relationship with Jesus Christ.

- g. Be willing to fulfill his/her responsibilities in accordance with the school's educational philosophy
- h. Be able to observe, see, hear and respond to children's needs, emergencies and conflicts that might occur in a classroom, in bathrooms and on the playground.
- i. Be able to communicate to children, staff and parents verbally and in writing.
- j. Be able to lift up to 30 pounds from floor to waist height, 10 times per day.
- k. Be able to reach a child 25 - 30 feet away within 30 seconds without danger to their own health or that of the child.