

Faith Baptist Church Preschool

Position Description: Two-to-Three-Year-Old Teacher

I. Work Hours:

Tuesday, Wednesday, Thursday, 0830-1330, 5 hours per day; Starts the end of August and ends the end of May

II. Purpose:

The role of the FBC Preschool Teacher is to provide a safe and fun learning environment for our Preschool Ministry. Our ministry includes children 1-5 years of age.

III. Qualifications:

1. Employee must have a loving, caring, and patient heart for preschool children
2. Must be a Christian and a regular attender of Faith Baptist Church or a church of like doctrine and practice
3. College degree is preferred. Early childhood education degree is a plus
4. First Aid and CPR certified or able to obtain certification prior to the beginning of school year
5. Prior experience in the educational environment that shows the ability to perform the major duties of the position to include lesson planning and organization of classroom atmosphere
6. Demonstrates professionalism, flexibility, dependability, and kindness
7. Be mentally and physically capable of caring for a group of children alone in a classroom

IV. Duties, Responsibilities, and Expectations:

1. Arrive no later than 0830 for prep time and staff devotions
2. Instructional time 0920-1230
3. Leave no earlier than 1330, or unless approved by the director
4. Reports directly to the Preschool Director
5. Is responsible for maintaining classroom to include setup, cleanup, and continual organization
6. Greets parents and children each day
7. Teaches a Bible lesson with the material provided every week
8. Completes a craft with the children nearly every week
9. Incorporates music in the daily lesson plan
10. Returns all items to the Resource Room or to your cabinet within the room
11. Cleans the room before departing (i.e. trash, toys, floors, tables)
12. Ensures that all supplies and materials are ready for the next session before leaving for the day
13. Willing to share a room with other ministries within the church
14. Contact's director concerning any behavioral problems with the children
15. Able to work with other teachers in a kind, consistent, and Christian manner to plan and direct the young children
16. Be able to teach in another aged class if needed or requested by the director.
17. Attends Open House and teacher workdays as needed

18. Write age-appropriate lesson plans with co-workers based on the unit of study given by the Preschool Ministry.
19. Has a good work ethic by being at work on school days, arriving on time, and having minimal absences.
20. Responsible for cleaning toys and equipment used during each school day.
21. Adheres to policies and procedures as outlined in the Teacher's Handbook.
22. Always maintain a professional self-image and project the values of the organization.

V. Physical and/or Environmental Demands:

The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel
3. Ability to speak, hear, smell, and exercise visual acuity

Employee

Date

FBP Director

Date