

Faith Baptist Church Preschool

Position Description: Four to Five Years Old Preschool Teacher

I. Work Hours:

Tuesday, Wednesday, Thursday, 0830-1330, 5 hours per day, not to include outside prep time needed for curriculum planning
Starts the end of August and ends the end of May

II. Purpose:

The Preschool Teacher serves as the primary instructor, role model, and Christian example for the students in the class. A teacher who is enthusiastic about Christ-centered education, has a love for working with children in the early childhood age from diverse backgrounds, and is committed to helping all students succeed.

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 or a like-minded church
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 school year start
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 large group of students 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. Provides instruction that Christian based and prepares child for their educational future
6. Able to plan and coordinate lesson plans that adhere to the yearly Scope and Sequence
7. Is responsible for maintaining the organizational order and management
8. of own classroom
9. Regularly prays for students and their families
10. Be willing to share a room with other ministries within the church
11. Is responsible for the supervision of students during school hours
12. Incorporates various teaching materials and methods with a focus on creative play, hands-on play, and music and movement
13. Maintains a positive learning environment
14. Participates in school activities
15. Participates in cleaning days and teacher training days. (Usually one per quarter)
16. Contact's Director concerning behavioral problems with children

17. Adheres to policies and procedures as outlined in the Teacher's Handbook
18. Ability to cooperatively develop monthly lesson plans with fellow teachers during weekly collaboration time
19. Ability to maintain quality open communication with families within Christian values
20. Maintains confidentiality
21. Has a good work ethic by being at work on school days, arriving on time, and having minimal absences
22. Always maintain a professional self-image and project the values of the ministry

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