

## Faith Baptist Church Preschool

### **Position Description: Teacher (1-2 yr. old's)**

#### I. Work Hours:

Tuesday, Wednesday, Thursday, 0915-1245, 3.5 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. Must be a Christian and a regular attender of Faith Baptist Church or a church of like doctrine and practice
2. Has completed all the required Ministry Safe screening prior to be hired, and undergoes follow up screening
3. Is responsible for watching over and maintaining children from ages one to two years old
4. Has a loving and caring heart for children and be willing to follow the guidelines that Faith Baptist Church has for the program
5. Incorporates various teaching materials and methods with a focus on creative play, hands-on play, music, movement, and socialization
6. Must be CPR/First Aid certified, or able to obtain certification prior to the beginning of the school year
7. Experience in the young childcare setting is required. Must be able to show the ability to perform the major duties of the position

#### IV. Duties, Responsibilities, and Expectations:

1. Reports directly to the Preschool Director
2. Is responsible for maintaining classroom to include setup, cleanup, and continual organization
3. Cleans used toys/items each day in a thorough manner
4. Greets parents and children each day
5. Teaches a Bible lesson with the material provided every week
6. Incorporates music in the daily lesson plan
7. Returns all items to the Resource Room or to your cabinet within the room
8. Cleans the room before departing (i.e., trash, toys, floors, tables)
9. Ensures that all supplies and materials are ready for the next session before leaving for the day
10. Willing to share a room with other ministries within the church
11. Contact's director concerning any behavioral problems with the children
12. Able to work with other teachers in a kind, consistent, and Christian manner to plan and direct the young children
13. Be able to teach in another aged class if needed or requested by the director
14. Attends Open House and teacher workdays as needed
15. Write age-appropriate lesson plans with co-workers based on the unit of study given by the Preschool Ministry

16. Has a good work ethic by being at work on school days, arriving on time, and using the two days of sick leave and two days of personal leave responsibly
17. Adheres to policies and procedures as outlined in the Teacher's handbook

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, and kneel
3. Ability to speak, hear, smell, and exercise visual acuity

VI. Special Conditions:

The position is classified as a mini-job and does not include vacation, sick leave, or other benefits. The intent of the mini job classification is not to exceed 14 hours per week. This position reports to and is supervised by the Preschool Director, but employment is through Faith Baptist Church.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
FBP Director

\_\_\_\_\_  
Date