

Faith Baptist Church Preschool

Position Description: FOUR's Preschool Plus Teacher

I. Work Hours:

Tuesday, Wednesday, Thursday, 0815-1415, 6 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 Baptist Church or a church of like doctrine and practice
3. Has completed all the required Ministry Safe screening prior to be hired, and undergoes follow up screening
4. College Degree is preferred. Early childhood education degree is a plus
5. First Aid and CPR certified or able to obtain certification prior to school year start
6. 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
7. Demonstrates professionalism, flexibility, dependability, and kindness
8. 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 0815 for prep time and staff devotions
2. Instructional time 0920-1230
3. Leave no earlier than 1315, or unless approved by the director
4. Reports directly to the Preschool Director
5. Provides instruction that is 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 of own classroom
8. Regularly prays for students and their families
9. Be willing to share a room with other ministries within the church
10. Is responsible for the supervision of students during school hours
11. Incorporates various teaching materials and methods with a focus on creative play, hands-on play, and music and movement
12. Maintains a positive learning environment

13. Participates in school activities
14. Participates in cleaning days and teacher training days. (Usually one per quarter)
15. Contact's Director concerning behavioral problems with children
16. Adheres to policies and procedures as outlined in the Teacher's Handbook
17. Ability to cooperatively develop monthly lesson plans with fellow teachers during weekly collaboration time
18. Ability to maintain quality open communication with families within Christian values
19. Maintains confidentiality
20. Has a good work ethic by being at work on school days, arriving on time, and having minimal absences
21. Always maintains a professional self-image and projects 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