

First Presbyterian Church
Little Shepherds Preschool Teacher
Position Description

Date Approved:

Non-Exempt

Summary:

The teacher's primary function is to provide the best possible learning environment for children and to work in the best interest of the program by communicating God's message of love and redemption through Christ by prayer, teaching example, worship and play.

Qualifications:

- Minimum age of 21 years
- C.D.A., two-year or four-year degree in Early Childhood Education or experience working with preschool age children
- For Music Teacher, C.D.A., two year or four year degree in Music Education
- Experience working with Microsoft Word and Microsoft Outlook
- Strong organizational skills within classroom setting
- Positive demeanor and flexibility to adapt to changes
- 40 hours of completed childcare training as mandated by Department of Children and Family Services
- Evidence of faith in Jesus Christ

Physical Demands:

Physical exertion is required by all classroom teachers, i.e. prolonged standing, pushing, frequent bending, lifting, reaching, etc. The ability to lift up to 50 pounds is also required.

Training Requirements:

All teachers are required to complete 10 hours of in service training annually between the months of July 1st – May 31st. All teachers must have current pediatric CPR and first aid certification. Within the first 30 days of employment, all teachers must have the following training: Fire Extinguisher, Safe Sleep/Shaken Baby syndrome training. Cost of all training will be paid for by Little Shepherds Preschool.

Accountability:

This position reports to the Director of Little Shepherds Preschool.

Work Hours:

25 hours per week, 5 hours each day Monday through Friday, 8:30 am – 1:30 pm. This position is part-time.

Additional Hours:

Maximum of 4 hours per month will be allowed for planning time. Any additional hours, excluding planning hours, must be requested and approved in advance by the Director of Little Shepherds Preschool. Time sheets will be required for any additional hours.

Responsibilities and Duties:

- Prepare daily lesson plans in keeping with the philosophy of the program, the preschool curriculum, and activities designed to promote physical, emotional and social development.
- All 4-year-old teachers must have knowledge of the Kindergarten readiness standards and be able to complete assessments of the children.
- Establish and implement an ongoing, effective, classroom management plan.
- Set up of classroom to accommodate daily activities.
- Cleaning of classroom, wiping down tables, sweeping floors, sanitizing classroom toys, etc.
- Responsible for decorating and maintaining classroom and assigned bulletin boards throughout the school year.
- Greet families and assist children in the morning activities.
- Effectively attend to the children's emotional needs.
- Assist children with basic needs, including but not limited to: Handwashing, Bathroom/diapering, feeding, dressing, etc.
- Provide a variety of materials and resources for children to explore, manipulate and use for learning activities and imaginative play.
- Establish a positive relationship with parents and families. Be available to discuss their needs and concerns.
- Communicate with parents via email on the classroom computer.
- Maintain a positive working relationship with all staff.
- Attend staff meetings, as scheduled.
- Notify the Director or Little Shepherds Preschool of any parent complaints and/or any incidents of unreasonable or disruptive behavior of children.
- Music teacher will be required to plan and assist with monthly Chapel, Thanksgiving Program, Christmas Concert and Graduation Program.

Performance Evaluation:

An evaluation will be conducted each year during the month of April, by the Director of Little Shepherds Preschool.