



## **Job Description**

**Title:** Preschool Classroom Teacher

**Reports To:** Elementary Principal

**Job Purpose:** To teach, lead, and mentor pre-kindergarten students from a Christian World-view and provide assessments based on established curriculum

### **Position Qualifications**

- Associate's degree in Early Childhood, Child Development, or related field expected
- ACSI certification preferred
- Classroom teaching experience preferred

### **Main Responsibilities and Accountabilities:**

#### *SPIRITUAL LEADERSHIP -*

1. Act as the spiritual leader of school and community.
2. Show evidence of a consistent time of personal Bible study, prayer and outreach.
3. To present the school and its program in a positive manner to the community.
4. Maintain a Christ-like attitude

#### *INSTRUCTIONAL PROGRAM -*

1. Plans and prepares lesson plans, and submits in accordance with administrative guidelines.
2. Oversees and facilitates the general safety of the classroom environment and its activities to include outside play.
3. Interacts with children through instructional methods to include play, music, arts and crafts, reading, writing, science and physical activities.
4. Assists children with completing assigned projects and enhancing learning skills.
5. Designs and maintains classroom climate to include visual aids related to curriculum and age/stage of development.
6. Monitors talents, special abilities, disabilities, deficiencies or problems of each individual child, documents issues/concerns as needed in log book and notifies management.
7. Promotes and fosters each child's positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional and cognitive growth.
8. Prepares thorough evaluations for children on a yearly basis or as needed.
9. Establishes and maintains a positive interpersonal relationship with all children, fellow staff and parents/guardians.
10. Assists children with personal care activities to include toileting, feeding and cleanliness needs in relation to age/stage of development.
11. Works closely with other preschool teachers in a team-teaching atmosphere for classroom activities and shares pertinent information, suggestions or ideas on a regular basis.
12. Assists in daily supervision of Volunteers, Room Assistants and Room Aides.
13. Attends in-service training, conferences, staff meetings and parent meetings as required.
14. Performs general classroom cleaning duties as necessary.
15. Writes summaries of daily activities and provides parents/guardians with documentation.
16. Maintains accurate and current attendance records and other related paperwork.
17. Adheres to all established policies, procedures and code of ethics.
18. Performs other related duties as assigned.