

JOB DESCRIPTION

PRESCHOOL TEACHER

Purpose

Provide a safe, nurturing, loving, structured & developmentally appropriate learning environment where positive self-concepts are fostered, independence & creativity encouraged and the individual child respected while bringing Christ to the center of their lives and their families' lives. In addition, four-year-old teachers help children achieve the readiness skills needed for entry into Kindergarten.

Common Goals

- Witness & minister to preschoolers and their families
- Participate in team building events
- Establish and maintain cooperative relationships with others
- Keep abreast of new developments in early childhood education
- Work together with CTK Church Children's Ministry as partners in the kingdom

Requirements

- Believe that reaching people for Christ occurs through children's ministries such as preschool
- Demonstrate good moral character
- A growing personal relationship with Jesus
- Actively worshipping at CTK Church or another Christian church & involved in personal worship (i.e. Bible study, prayer)
- Teaching experience (paid or volunteer) or a degree in Early Childhood Education
- Mature and sensitive in working with children, parents and other staff members
- First Aid and CPR certification is mandatory, as well as Continuing Education Training/ In-service as scheduled by the Instructional Coach (IC) in conjunction with the Director

Responsibilities

- Begin work 1 week before Labor Day and ending the Thursday before Memorial Day in May
- Interact with the children & encourage their involvement in activities
- Meet the children's needs in all areas-spiritual, physical, emotional, social & academic
- Cooperatively prepare and maintain a classroom that is safe, orderly, clean & promotes learning
- Prepare daily lesson plans based on the Christian academic curriculum
- Prepare in advance, arrive on time, care for preschool & church equipment & facilities
- Establish and maintain good communication with parents
- Observe, record & report significant individual or group behavior to Director

- Conduct parent conferences at least annually (3's and 4's), or as need arises
- Report to Director, and appropriate legal authorities, any cases of suspected child abuse or neglect
- Report to Director in cases of parent concerns
- Use positive discipline, redirection & teach problem solving skills
- Be familiar with and follow all school policies
- Attend staff planning & evaluation meetings
- Share in leading staff devotions regularly