

Job Title: Preschool Teacher
Reports to: Program Director

Program: A Children's Village
Effective Date: August 2024

Job Summary:

The Preschool Teacher ensures that all students are supervised in a safe, nurturing, play based, Christian learning environment. The teacher fosters age-appropriate attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians while utilizing a Biblical worldview. Teachers work in teams to implement daily teaching and learning activities that consistently and appropriately support the social, emotional, and developmental needs of the children. The Preschool Teacher will teach basic social skills to build an early learning foundation for children ages 6 weeks- 4 years and promote physical, mental, and social development through Bible, music, art, science, and literature. They also work in partnership with parents to support the healthy physical, social, emotional, spiritual, and cognitive development of the children in their care.

Supervisory Responsibilities: None

Duties/Responsibilities:

Classroom Operations and Safety

- Set up the classroom to promote ease of use of materials and to promote success and independence for students.
- Maintain an engaging classroom environment that is neat and orderly.
- Establish and maintain an atmosphere conducive to learning that adheres to the mission and philosophy of A Children's Village Preschool and CityRise.
- Supervise children by sight and sound in and out of the classroom, including in the halls, bathrooms, and on the playground.
- Instruct and monitor students in the use and care of equipment and materials, to prevent injuries and damage.

Instruction

- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Actively engage with children during activities, play, and instruction. Ensuring that each child's unique needs and learning style are addressed.
- Integrate Biblical principles and curriculum as appropriate.
- Administer assessments to evaluate children's progress and meet with administration to discuss individual progress
- Plan and implement lessons of instruction, demonstration, and work time that provide students with opportunities to observe, question, and investigate.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of programs and curriculum.

Behavior Management

- Establish and enforce rules for behavior, and policies and procedures, to maintain order among students.

- Respect the rights and capabilities of every child and apply discipline appropriately within Texas Guidelines for Minimum Standards, and A Children's Village policies.

Professional development

- Willing to learn, understand, and grow as an educator in the classroom.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Attend staff meetings and serve in other school capacities as required.

Communications

- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Maintain frequent communication with parents through the parent engagement application and weekly classroom newsletters.
- Provide parents with routine updates on their child's progress and addressing any concerns in a timely and professional manner.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to function well in a highly regulated and at times stressful environment.
- Strong understanding of child development and early childhood education principles
- Ability to work collaboratively with a team and communicate effectively with children, parents, and staff.
- Positive attitude, patience and creativity in engaging children in play-based learning activities
- CPR/First Aid certification or commitment to get certified within 90 days of hire

Education and Experience:

Required Education: High School Diploma or equivalent

Required Experience: Two years of experience in education, children's ministry or related field.

Preferred Education: Associate's degree or bachelor's in early childhood education or related field.

Preferred Experience: Two years of experience in early childhood or preschool education.

Physical Requirements:

Must be able to lift 40 pounds.

Able to sit on floor or low chairs, stand for extended periods of time and walk up to 10,000 steps per day.

Work Location:

Work is performed 100% on-site.

employee printed name

employee signature

date