

SOUTHBROOK preschool

Teacher's Job Description

Teachers will be responsible for the general supervision, management of a class of children of similar age and teaching in a developmentally appropriate practice, teaching in ways that match the way children develop and learn by utilizing the curriculum set forth.

Qualifications

The person selected for this position must be a sensitive and mature Christian individual who is able to relate well to both children and adults. A college degree is preferred, and prior experience working with preschool-aged children is an asset.

Mission Statement

I am here to show Christ's love and to positively guide, influence, and inspire children through education.

Southbrook Preschool's Mission Statement

"We exist to provide a developmentally appropriate education in a Christian environment to prepare young children for success".

Responsibilities

Responsibilities will include, but may not be limited to, the following:

- Check emails daily and read any and all information that goes home.
- Planning, supervising, and implementing an age level developmentally appropriate program for the class with regard to the Southbrook Preschool curriculum outline.
- Monthly lesson plans will be submitted to the Director on time. See handbook for further details. Calendars with school and classroom daily events will be sent home to parents no later than the 1st of each month.
- All materials needed (copies, art projects, books, etc.) for lesson plans must be prepared two weeks in advance and filed in the teacher file box that also contains the daily schedule, songs, games, and stories.
- Being responsible for the arrangement, appearance, décor and learning environment of the classroom to be in compliance with Southbrook Preschool and according to Southbrook Church Kids' guidelines and giving primary consideration to the safety and health of the students. Teachers will be asked to move furniture according to Sunday guidelines and to partner with one another to help/assist. Must be able to lift up to 50 lbs.
- Constantly keep a close watch of children while on the playground.
- Being punctual and dependable.
- Assisting with the departure of children through supervision and escort to cars in the pick-up line.
- Attending all SCP staff meetings.
- Establishing a positive relationship with parents of students.
- Treating all students, parents, and staff with dignity and respect.
- Maintaining professional attitudes and loyalty to the Preschool at all times.
- Read and support the philosophy and policies of the Preschool as outlined in the teacher handbook.
- Respect and support the philosophy and policies of Southbrook Church and its leaders.
- Respect and follow the NAEYC Code of Ethical Conduct.
- Respecting confidentiality of written, oral, and observed information.
- Respecting the use and care of materials and equipment.
- Assisting/volunteering in public relations and fundraising events sponsored by the Preschool.
- Maintaining current First Aid and CPR certifications.
- Adhering to established health guidelines regarding hand washing, diaper changing, and handling of all bodily fluids.
- Attending workshops. Costs will be borne by the preschool up to a designated amount.
- Dressing comfortably for interaction with children, yet respectfully appropriate and attractive for a CHRISTIAN atmosphere.
- Refer to the teacher handbook for more detailed responsibilities.