



Heartland Church of Sun Prairie

POSITION: Heartland Preschool Teacher

REPORTS TO: Preschool Directors

DEPARTMENT: Preschool

FLSA STATUS: Non-Exempt (15 hrs +/-)

POSITION SUMMARY:

Heartland Preschool Teachers are responsible for oversight of all aspects of Heartland Preschool. This position will work to maintain an excellent, fun, and safe educational experience for preschool students and contribute to the mission to awaken children to Jesus.

GENERAL EXPECTATIONS:

- Contribute to Heartland's overall mission to awaken a diverse community to Jesus
- Commit to pursue full devotion to Jesus Christ in your personal life and faith, ensuring that your faith is not simply a ministry role or career, but a deeply rooted faith in Him
- Regularly attend weekend services to grow in your own faith
- Participate in serving opportunities at Heartland
- Pursue community within the church.
- Understand that as an employee, you are accountable to the Elders
- Commit to Matthew 18 relational conflict resolution process in all relationships

TEACHER DUTIES & RESPONSIBILITIES: (other related duties may be assigned)

- Prepping classrooms to ensure they are ready for students including check in sheets/attendance sheet and daily materials and supplies
- Daily implementation of provided lesson plans and activities while maintaining a safe and healthy classroom environment
- Scheduling substitute teachers if needed
- Provide a welcoming environment for students each day by welcoming them and helping them get acclimated to the classroom
- Provide assistance to children upon arrival and departure as well as during classroom activities and snack time
- Communicate with parents providing updates about their child as well as classroom and school information
- Communicate with parents if a child is absent and absence is not excused
- If necessary, provide medical care for students

QUALIFICATIONS:

- Follower of Jesus Christ
- Subscribes to and is in full agreement with Heartland's Statement of Faith
- Willingness to be flexible and a passion to work with people of varying ethnicities, cultures, socio-economic levels and generations
- A desire to awaken a diverse community to Jesus
- Demonstrated ability to build, motivate and supervise teams toward superior performance.
- Demonstrated ability to utilize problem-solving skills and to handle multiple tasks and manage time effectively under the pressure of time constraints
- Effective verbal and written communication skills.

EDUCATION/EXPERIENCE

A satisfactory equivalent of education, training and experience in related fields and/or educational disciplines, sufficient to qualify for the requirements of position. You must apply for a certificate through The Registry and qualify at a "Level Twelve", or above in order to qualify for this position.