



Teacher – Job Description & Qualifications

Qualifications:

- Able to model a Christian lifestyle before students, families and staff
- Experienced in working with and/or teaching school age children
- Must possess a high school diploma or GED & be of 18 years of age

General Responsibilities:

- Follow all personnel policies and procedures
- Maintain prompt hours (hours range from 15-30 hours per week)
- Attend all staff meetings, orientation days, workshops, training/observation days, required by the Director
- Work with staff members in a cooperative manner
- Assist with or perform any other task as they become necessary or instructed by the Director
- Use the school's discipline policy in an appropriate manner and with positive direction
- Conduct yourself in a professional manner and keep all matters pertaining to School and students confidential

Classroom Responsibilities:

- Provide for spiritual growth for the children through Prayer, Bible Stories & Songs
- Prepare and deliver lesson plans using curriculum and appropriate hands on activities for children 2 years old – 5 years old
- Interact with the children and encourage their participation and involvement in activities
- Maintain the classroom in a warm and safe way, seeing to its cleanliness and appearance
- Establish and maintain good communication with parents through both informal and formal methods such as newsletters, email, phone calls and conferences
- Observe, document and report any significant behavior
- Maintain student records and files for the class
- Notify the Director of material needs, upkeep and any maintenance of equipment
- Responsibly instruct and utilize the assistant assigned to you in ways to facilitate learning, assist in classroom management and provide a safe and clean environment
- Be responsible for overseeing the supervision of children at all times
- Supervise the arrival and dismissal of students working cooperatively with the assistant. All staff will take turns at the sidewalk in supervision of the children