

First United Methodist Church
Madisonville KY
JOB DESCRIPTION

Job Title	Preschool Teacher
Position Reports to:	Head of School
Salary Range:	Hourly; \$13-14/hour
Employment Status:	Part or Full Time Options

Position Overview

A teacher shall plan and execute appropriate activities each day for the children in language/communication, cognition, physical/motor development, social & emotional development, Bible study and creative expression. A teacher shall ensure the safety and well-being and supervision of the children throughout the day. A teacher should update parents regularly about their child's progress, as well as any concerns that they may have.

Principal Accountabilities

- Plan and execute appropriate activities for the children each day in the domains of language/communication, cognition, physical/motor development, social & emotional development, and creative expression utilizing thematic units based in science, social studies, Bible studies, and multi-cultural experiences.
- Observe and evaluate each child's progress twice a year. Meet with parents at least once a year for a scheduled conference.
- Work cooperatively with staff and parents.
- Assist in cleaning up the room at the end of the day.
- Alert the Director when supplies are running low, or when toys and equipment need repair.
- Prepare a monthly snack calendar consisting of 2 of the 5 food groups. Alert the Director/School Administrator of needed snack supplies.
- Communicate with families through multiple means including, but not limited to, Brightwheel app, written letters & newsletters, and in-person or phone conferencing.
- Notify the Director in the event of an absence.
- Complete 15 hours of continuing education training each year.
- Ensure that all children are picked up by authorized individuals.
- Ensure that a child is never left unattended.
- Maintain a professional attitude and loyalty to the school at all times.
- Maintain records as requested by the Director
- Have knowledge of the following policies
 - communicable diseases and exclusion of sick child
 - first aid and CPR
 - emergency/disaster response & evacuation

-child abuse reporting
-discipline
-termination

Job Skills Required

- **A personal, vital, and growing relationship with Jesus Christ**
- **Ability to communicate effectively with parents**
- **Demonstrate empathy and patience with young children**
- **Eagerness to be an effective member of a working team who relates well to other staff**
- **Maintain 15 hours of continuing education training each year**
- **Take part in a bi-annual evaluation**
- **Successfully complete a 90-day orientation period**

Educational Requirement

- **Minimum high school diploma is required. Post secondary degree in early childhood education is preferred.**
- **Three to five years of full-time teaching experience with young children is preferred.**

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.