

Job Description: PRESCHOOL PRE-K TEACHER

Summary: Bethany Christian School was established in 1974 and serves students preschool through 8th grades. Under the administration of the Preschool Director, a preschool teacher is responsible for the supervision and management of a classroom or group of students following the philosophy, goals and curriculum plan of Bethany Christian School.

SPIRITUAL QUALITIES:

- Accepts the Bethany Christian School Statement of Faith
- Seeks to role model in attitude, speech, and actions a consistent daily walk with Jesus Christ

JOB RESPONSIBILITIES:

- Hours: 8:15am - 1:30pm Monday-Friday (Hours of work and schedule are based upon program needs.)
- Plan, develop, and implement lesson plans integrating Biblical principles where appropriate
- Complete timely, neat, accurate documentation of attendance, inventory, and other documentation that may be necessary for quality services.
- Maintain positive relationships with families, communicate with parents and address concerns, arrange and meet for parent-teacher conferences.
- Supervise students during Lunch Bunch for meal and outdoor play time.
- Maintain confidentiality regarding all personal information regarding children, families and staff.
- Monitor, observe, and support student behavior and changes in development and behavior.
- Prepare student assessments for Parent-Teacher conferences
- Provide a warm and nurturing environment that promotes feelings of trust and security in the program.
- Maintain a safe, clean environment, teaching and modeling good hygiene skills.
- Attend all staff meetings and trainings scheduled.
- Assist in implementation and planning of program events.
- Maintain a working knowledge of significant developments and trends in education.
- Attend required evening events including Back to School Night, Open House, and Promotion.

SKILLS:

- Ability to demonstrate and teach Christ-based behaviors.
- Experience working with preschool-aged students in a classroom setting
- Strong interpersonal skills including the ability to work and communicate effectively and collaboratively with a diverse population
- Ability to work cooperatively with other staff members, to accept supervision, and to help promote a positive environment
- Excellent verbal communication skills, including clear speech enunciation, and accurate spoken English grammar to serve as a model for children who are developing their language skills.

SPECIAL REQUIREMENTS FOR PRESCHOOL TEACHERS:

- Minimum of 12 semester units ECE/CD (Child, Family & Community, Child Growth & Development and curriculum), minimum GPA of 3.0 (transcripts requested)**
- Ability to maintain current CPR and First Aid certifications; current tuberculosis clearance**
- Ability to pass Criminal Record Background Clearance with no exemptions**