



Job Description: PRESCHOOL TEACHER

Summary: Under the administration of the Preschool Director, a Preschool Teacher is responsible for the supervision and management of a classroom or group of students in accordance with the philosophy, goals and curricular plan of Bethany Christian School. A Preschool Teacher is responsible for preparing lesson plans and implementing activities on a daily basis including evaluating the effectiveness of activities, helping to create and maintain a classroom culture of health and safety, both physical and emotional, maintaining regular communication with supervisors and contributing to the overall effective operation of the child development program.

JOB RESPONSIBILITIES:

- Maintain positive relationships with families, communicate with parents and address concerns, arrange and meet for parent-teacher conferences.
- Provide a warm and nurturing environment which promotes feelings of trust and security in the program.
- Monitor and support student behavior, observe for changes in development and behavior.
- Work with students one-on-one and in small groups on art projects or academic tasks such as writing, counting, etc.
- Complete timely, neat, accurate documentation of attendance, inventory, temperature logs and other documentation that may be necessary for quality services.
- Understand and apply mission statement.
- Maintain a safe, clean environment, teaching and modeling good hygiene skills.
- Assist in implementation and planning of program events.
- Attend all staff meetings and trainings scheduled.
- Maintain confidentiality regarding all personal information regarding children, families and staff.
- Maintain a working knowledge of significant developments and trends in education.
- Plan, develop, and implement lesson plans
- Setup interest centers and prepare materials such as art projects, bulletin board displays, and worksheets
- Maintain class snack and holiday party supply sign up lists, prepare and supervise class snack time.
- Supervise students during Lunch Bunch for meal and outdoor play time
- Prepare student assessments.
- Attend several evening events including Back to School Night, Open House, Culmination, and Promotion.
- Hours: 8:15am - 1:30pm

SKILLS:

- Strong interpersonal skills including 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 that can serve as a good model for children who are developing their language skills.
- Strong oral and written communication skills, including ability to present to groups and
- individuals about the organization's mission
- Warm nurturing attitude, friendly, inviting, self-motivated, even-tempered and adaptable.
- Ability to demonstrate and teach Christ-based behaviors.
- Solid computer skills and ability to manage and report data accurately and efficiently.

SPECIAL REQUIREMENTS:

- 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
- Hours of work and schedule are based upon program needs.