

Creation Kids Preschool Teacher Job Description 2021-2022

Qualifications

- Must be at least 18 years of age.
- Bachelor's Degree in Early Childhood Education or related field. This type of degree must meet the teacher requirements of the licensing agency, the Department of Human Services (DHS).
- Several years of experience working with preschool-aged children is preferred.
- Caring and nurturing attitude towards children.
- Must be CPR and First Aide Certified or obtain certification upon hire.

Compensation

1. Teaching positions are available for the following classes:
 - 3-year-old class – 2 days per week
 - 3-year-old class – 3 days per week
 - 4-year-old class – 3 days per week
 - Pre-K/Bridge class – 4 days per week (Wednesdays include a 6.5-hour class day)
2. Positions include additional time for preparation, daily set-up, and daily take-down. Opportunity may be available to teach more than one class and candidates will be asked to indicate their teaching preferences during the time of their interview.
3. Staff meetings will be scheduled during the paid time before and/or after classes as needed. Attendance to scheduled staff meetings as determined by the Program Director is mandatory. Board meeting attendance is voluntary and highly encouraged. Board meetings take place one evening per month.
4. Teachers will be paid as followed for the listed activities:

Classroom Set-up & Orientation	up to 16 hours
CKP Sunday	2 ½ hours
Spring Open House/Registration	2 hours
Spring Program	2 hours
Conferences	20 minutes per child, 2 times per year
Classroom Take-down	up to 16 hours

Attendance at the fall CKP breakfast and silent auction, Lenten soup supper, Festival in the Park Parade, etc. is voluntary but highly encouraged.

5. Tuition and/or registration fees for any required continuing education credits or in-service hours (including, but not limited to, First Aid and CPR) will be paid for by the CKP Board, pending approval. Mileage will be paid as applicable for one vehicle per in-service date.

Primary Responsibility

Assuring Creation Kids Preschool provides a safe, high-quality learning environment that reflects a Christian emphasis for young children.

General Responsibilities

General responsibilities fall under several categories, including but not limited to, the following:

Classroom:

1. Implement and follow developmentally appropriate lesson plans and curriculum units as outlined by the curriculum plan.
2. Submit an outline of each weekly lesson plan to the CKP Director at least one week prior to implementing.
3. Plan and provide appropriate early childhood experiences for the children in all program areas.
4. Nurture the intellectual, spiritual, emotional, social and physical development of each child.
5. Be prepared for each class day, with room and materials ready at least 5 minutes before class begins. Be available to greet students/parents at the start of each class.
6. Supervise all activities to ensure the safety of the children.
7. Keep all supplies, equipment and storage areas clean and well-organized.
8. Lead large and small group activities.
9. Serve snacks and pray with the children, encouraging good nutrition and good manners.
10. Help children establish good personal hygiene habits.

Staff:

1. Attend regular staff meetings and scheduled workdays.
2. Maintain confidentiality of student and staff information.
3. Inform the CKP Director of major, unresolved problems that arise. Appropriate action will be taken within 30 days. If the problem remains unresolved, the grievance policy as outlined in the Employment Agreement will be followed.
4. Provide current records of in-service training hours to the Director.
5. Report hours worked when due.
6. Work cooperatively with other staff – be available to listen, support, help, encourage.
7. Provide ongoing observation, supervision and evaluation of the classroom assistant.
8. Complete staff evaluation forms as requested by the Personnel Commission.
9. Call or make arrangements for substitute teachers as necessary.
10. Prepare lesson plans and materials for substitute whenever possible.
11. Act as a professional representative of Creation Kids Preschool.
12. Communicate with other Teachers to schedule and regularly design and decorate the designated CKP bulletin board to reflect a change in Christian holiday or season. Update the CKP chalk board in the fellowship hall as a means to connect with congregational members. Regularly change artwork in the hallway to reflect curriculum learned in the classroom.

Administrative Work:

1. Submit monthly calendars and parent letters to the Director and families at least one week prior to the end of each month. Calendars should include information about weekly and monthly themes, daily activities, special events, sharing time, chapel, etc. Calendars should be carbon copied to the Little Lambs Leads.
2. Carbon copy the CKP Director on all communications with families.
3. Conduct daily safety checks and ensure safety procedures are followed. Keep accurate records of attendance and child development.
4. Purchase supplies and equipment as needed, within the budgeted amounts, using the cash/check card or established charge accounts whenever possible. (A Visa cash card is also available when necessary.)
5. Submit all receipts for reimbursement to the CKP Treasurer by the last Thursday of each month.
6. Complete and file the following papers when required:
 - a. All preschool registration/enrollment forms
 - b. Immunization status report
 - c. Minor incident report
 - d. Accident report
 - e. Child abuse/neglect report
 - f. Separation log
7. Document each child's intellectual, physical, social and emotional development. Spring and Fall evaluation forms must be kept in each child's file and also sent to the elementary school in May (for children transitioning to Kindergarten).

Parents:

1. Send home and post in hallways all parent correspondence as needed, including:
 - a. Monthly calendars and newsletters
 - b. Information regarding special events, field trips, fundraisers
 - c. Notification of reportable communicable diseases
 - d. Parent resource materials, developmental information, ideas, etc.
2. Schedule and conduct parent/teacher conferences twice yearly (fall and spring).
 - a. Allow 20 minutes per conference
 - b. Provide and discuss a completed evaluation, signed and copied for parents
 - c. Keep evaluations on file, send to the elementary school as needed
 - d. Encourage all parents/caregivers to attend
 - e. Work cooperatively with parents/caregivers
3. Encourage parent/grandparent/caregiver visitors and helpers in the classroom
4. Provide advance notice of field trips
 - a. Permission forms must be signed and kept on file
 - b. First aid kit, emergency phone numbers must be brought along
5. Coordinate parent volunteers to help with classroom parties, field trips, fundraisers, etc.

Note: Job description subject to change slightly pending active enrollment. Job description and scope of duties will be discussed during the interview process.