

Faith Community Academy Preschool Teacher Job Description

STATUS: Part Time

IMMEDIATE SUPERVISOR: Director

JOB SUMMARY:

Under the supervision of the Director, the preschool teacher is responsible for creating an environment that promotes the social, emotional, cognitive and physical growth as well as the spiritual growth of the students in their assigned class. The preschool teacher should serve as a team member in developing creative lesson plans and implementing them in their classrooms. The preschool teacher must work in cooperation with teacher assistants, other teachers, the director, and any other personnel of Faith Community Academy or Berea Baptist Church.

EDUCATION, EXPERIENCE & TRAINING

- High School diploma required
- Associates or Bachelor's degree in early childhood or elementary education or related field preferred.
- CPR Certified, or the willingness to obtain certification

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of age-appropriate activities and child development philosophies and practices.
- Knowledge of safety requirements pertaining to young children.
- Knowledge of innovative lesson planning for children between ages of 2-5 years.
- Knowledge of office equipment such as computers, laminators, paper cutters and copy machines.

DUTIES AND RESPONSIBILITIES

- Arrive to work, meetings, and trainings promptly.
- Display professionalism in punctuality, mannerisms, and attire.
- Develop, present, and evaluate appropriate lesson plans to be turned in to the Director on a weekly basis.
- Supervise all classroom and daily routine activities, as well as annual student evaluations.
- Preparation and clean-up of rooms daily, as well as decorating of the room with applicable children's materials, such as the alphabet, numbers, colors, student's artwork.
- Complete and submit to the director, lesson plans on a weekly basis.
- Attend and contribute to monthly staff meetings.
- Submit supply requests and work orders to Director in a timely fashion.

- Establish and maintain a positive working relationship with parents and other staff members, including a weekly communication with parents, such as a newsletter or email.
- Establish a nurturing relationship with students, in addition to serving as a positive role model. Treat children in a positive manner that encourages individuality and positive self-esteem.
- Responsible for completing designated preschool housekeeping duties, such as trash removal, cleaning bathrooms, and vacuuming classrooms
- Responsible for maintaining bulletin boards according to the bulletin board schedule.
- Complete other duties as mutually agreed upon by preschool teacher and the Director with a reasonable amount of notice.
- Inform the Director of any problems, conflicts or program concerns.
- Responsible for keeping classroom attendance.
- Thoroughly complete accident reports.
- Maintain knowledge of all general and departmental specific safety rules.
- Enforces safety rules and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
- Treat public complaints and concerns with the utmost attention and courteousness. Must be able to exhibit good judgment, tact, and courtesy in dealing with the public
- Maintain CPR/First Aid certification.
- Perform all job tasks within the rules and guidelines of the FCA Employee Handbook.
- Work as a team player with co-workers and in conjunction with other FCA Staff and Church Staff.
- Must exhibit good problem-solving abilities as well as be flexible and organized.