



## Preschool Teacher

**Primary Purpose:** To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment which promotes physical, social, emotional, spiritual and intellectual development. To motivate students to develop skills, Christ-like behaviors and social skills necessary for growth; to establish good relationships with parents and other staff members; and to stay current with best practices in early childhood education which is relevant to the age group being taught.

### Qualifications:

- Must be at least 18 years of age.
- Follower of Jesus Christ.
- Communicate effectively, both orally and written.
- Ability to understand and follow specific instructions and procedures.
- Agrees with and signs TBCA Statement of Faith.
- Be a lifelong learner.
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.
- Must have a HS diploma.
- Meet one of the following:
  - Level I: 3 years or less of experience in a regulated childcare facility, with no Early Childhood Education with a professional growth plan developed and monitored annually.
  - Level II: Completion of NC Early Childhood Credentials .
  - Level III: Completion of NC Early Childhood Certificate or associates degree in an unrelated field and three or more years experience in a regulated child care facility and six credit hours in early childhood or 120 documented clock hours of professional development in early childhood.
  - Level IV: Associates degree in Early Childhood Education or a higher degree with no experience.
  - Level V: Associates degree in Early Childhood Education or a higher degree plus experience in a regulated childcare facility.

**Supervisor:** Preschool Director.

### Professional Development:

- 16 hours minimum of orientation at the time of hire.
- Annual in-service training requirements.
- CPR/First Aid certification.
- Playground Safety Training.
- Recognizing and Responding to Suspicions of Child Maltreatment within 90 days of employment.
- Fire Safety Training.
- Emergency Preparedness and Response in Child Care Training.
- Attend all monthly staff meetings.
- Complete Principles and Practices of Christian Early Education.
- 12 clock hours in the Bible (within two years of employment).
- 6 clock hours to be completed each year (can be Bible of Childhood Early Education).

### Knowledge & Skills:

- Communicate effectively, both orally and in writing:
  - Ages and stages of child development.
  - Age-appropriate discipline techniques.
  - Age-appropriate care regarding hygiene and nutrition

- o Works constructively with other team players to solve problems that arise.

### **General Responsibilities:**

Teachers are responsible and accountable to the Preschool Director. General responsibilities include, but are not limited to the following:

- Conduct self in word, deed and attitude that is consistent with the current mission, philosophy and goals of the school.
- Maintain professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors and community at-large.
- Exhibit genuine love for and desire to work with parents and their children.
- Enthusiasm, Initiative and foresight evidenced in daily performance.
- Maintain a professional image, a neat, well-groomed and modest appearance.
- Approach responsibilities as a team player, accepting own assignments and input of others.
- Follow all policies and procedures of TBCA.
- Greet children and parents, observing their general health and well-being.
- Assume responsibility for the health, safety and welfare of all children enrolled in the school, never leaving any child unattended and maintaining proper ratios.
- Establish and maintain a classroom environment that is conducive to nurturing, age-appropriate learning and positive experiences.
- Planning and implementing activities that address the physical, social, emotional, and intellectual development of each individual child.
- Reports any classroom needs to the Preschool Director i.e. items that are broken or in poor repair, light bulbs out, low inventory of gloves or art supplies.
- Plan and prepare materials for outdoor activities that engage children in activities that promote their development.
- Assist and participate alongside the children during snacks and meal times exemplifying good manners and nutrition.
- Supervise all activities as an active participant and not from the sidelines.
- Maintain a clean, neat and organized center adhering to inspection guidelines.
- Share information, experiences and suggestions with coworkers in order to benefit the program and its participants.
- Utilize and maintain resources with respect, care and stewardship.
- Actively pursue opportunities for professional development.
- Maintain open lines of communication with the Preschool Director; relay information regarding classroom management, discipline, parent interaction, etc on a daily basis.
- Maintain the highest level of confidentiality in all matters at all times.
- Keep accurate records, adhering to timelines and specific guidelines, as outlined in the handbook.
- Every staff member will complete a professional development plan at the beginning of each year of employment.

### **Physical Demands**

- Able to lift an average weight of 30 pounds from the floor to waist high
- Able to interact (stoop, bend, crouch, lift, hold) on child's level
- Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children
- Able to physically and mentally react immediately to unexpected circumstances
- Able to stand on feet for long periods of time, as much as 95% of the shift

I have read and understand the expectations required of me as an employee of tbc child enrichment center. I agree to strive to achieve these requirements with diligence, initiative and enthusiasm.

Employee's Printed Name/Signature: \_\_\_\_\_

Date: \_\_\_\_\_