

Preschool Teacher
Job Description

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 21 years of age
- Communicate effectively, both orally and written
- Ability to understand and follow specific instructions and procedures
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith
 - Level I: 3 years or less of experience in regulated childcare facility, with no Early Childhood Education
 - Level II: Completion of NC Early Childhood Credentials
 - Level III: Completion of NC Early Childhood Certificate or associates degree in unrelated field and three or more years experience in regulated childcare facility
 - Level IV: Associates degree in Education with no experience
 - Level V: Associates degree in education plus experience in a regulated childcare facility

SUPERVISOR: Preschool Director

TRAINING REQUIREMENTS

- 16 hours minimum of orientation
- Annual in-service training requirements according to education
- CPR/First Aid certification
- Playground Safety Training
- Fire Safety Training
- Emergency Preparedness Training
- Attend all quarterly staff meetings

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
- 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 of 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 along side of 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 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 time lines and specific guidelines, as outlined in handbook

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: _____