

FREMONT COMMUNITY CHURCH
Home of Christian Community Schools

JOB DESCRIPTION

TITLE: PreSchool Teacher
MINISTRY AREA: CCPS
REPORTS TO: PreSchool Director

FLSA: Exempt/Non-exempt
STATUS: Full-time

SUMMARY The PreSchool Teacher is responsible for implementation of the program set forth by Christian Community PreSchool, a ministry of Fremont Community Church, functioning under the direction of the PreSchool Director and CCS School Superintendent. Under the direction of the PreSchool Director, be responsible for teaching and guiding the children in her classroom, providing proper supervision, maintaining appropriate records and communicating necessary information to students, other PreSchool Teachers, parents, the PreSchool Director or authorities. Under the guidance of the Holy Spirit and with consultation and help from the PreSchool Director and CCS School Superintendent, be responsible for the maintenance of a rich spiritual atmosphere in her classroom, on the playground and with children, staff and parents. As an official member of FCC, the PreSchool Teacher is required to operate according to the Operating Philosophy Statement, policies formulated by the Board of Elders, and guidelines formulated by the Management Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Follow policies established by the PreSchool Director, CCS School Superintendent, School Administration, Elder Board and the State Department of Welfare.
2. Maintain a cooperative attitude, accepting the educational philosophy of Christian Community Schools..
3. Attend all meetings of the PreSchool staff as required by the PreSchool Director including; parent-teacher meetings, devotions, conferences, work-days and in-service seminars.
4. Read professional materials and attend at least one class, workshop or seminar per year to maintain an understanding of PreSchool procedures, students, curriculum and legal requirements.
5. Attend education courses / classes to qualify for state licensing requirements.
6. Record significant incidents or experiences observed with the children and report them to the PreSchool Director, parents or other authorities as necessary.
7. Assist the PreSchool Director with the organization of materials and supplies, inventory equipment and supplies and keep equipment in good repair.
8. Fulfill other duties as requested by the PreSchool Director.

CHILDREN'S PROGRAM RESPONSIBILITIES:

1. Demonstrate punctuality, reliability, and initiative in the performance of responsibilities.
2. Be familiar with the school and program.
3. Cooperate with other PreSchool Teachers to keep a happy, wholesome and loving harmonious atmosphere.
4. Give full attention to each area and be responsible for the safety and physical well being of the children, never leaving them unsupervised.
5. Assume a personal responsibility for the Christian nurture of each child under your care.
6. Relate easily and impartially to all children, working toward development of each child's self-concept and individual strengths.
7. Help sustain a warm, positive, Christian atmosphere and learning environment.
8. Take children to the restroom and change their clothes when necessary.
9. Guide children to wash their hands and face during the day, especially after art activities, before lunch, after toileting, and before parents arrive daily.
10. Assist with the serving of the daily snack and sit at the lunch table with the assigned group of children to assist them as necessary.
11. If a child becomes ill, isolate him/her and report the illness to the PreSchool Director.

INSTRUCTIONAL RESPONSIBILITIES:

1. Be responsible for carrying out the daily program as outlined by and under the supervision of the PreSchool Director.
2. Plan and prepare written lesson plans one week in advance to be given to the PreSchool Director for review.
3. Plan lessons including advanced preparation and clean-up. Be sure to include the following areas in weekly programming; Bible, Creative Arts, Science, Music, Physical Development, Reading Readiness, Math Readiness, Language Development, Auditory and Visual Perceptual Skills.

4. Request materials needed for projects and communicate to the PreSchool Director when supplies are depleted. Allow two weeks from notification until you receive the supplies.
5. Make progress reports for children assigned to you. Be available to meet with parents for a conference at least annually or when need arises.
6. Attend to light housekeeping chores each day as directed, also keeping the rooms neat and attractive.

This job description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Have a personal relationship with Jesus Christ and attend a bible believing fellowship;
2. Enjoy working with children and be able to take a supportive role with the director;
3. Strong written and verbal communication skills;
4. Demonstrate initiative and follow through;
5. Ability to maintain confidentiality;
6. Ability to take responsibility and directives while being dependable and flexible.

MINIMUM EXPERIENCE, EDUCATION, CERTIFICATIONS:

1. 18 years of age.
2. All license forms & documentation, including but not limited to:
 - a) Child Abuse Index Check
 - b) Fingerprints
 - c) Health Screening Report
 - d) Personnel Record
3. Minimum of 6 semester units and continuing education enrollment in Early Childhood Education courses and/or minimum of 12 semester units in the areas of:
 - a) Child Development
 - b) Child Family & Community
 - c) Curriculum

PHYSICAL REQUIREMENTS:

This position requires visual acuity and manual dexterity sufficient to operate standard office equipment. The employee must be able to lift and/or move up to 10 pounds.

I have read and understand the PreSchool Teacher role, responsibilities and requirements and agree to abide with the terms and conditions of the Job Description.

PreSchool Teacher

Date