

Job Description - Preschool Teacher

Reports to and is responsible to: Preschool Director and Executive Minister. The teacher shall be a member of Third City Christian Church.

Responsibilities:

- Plans, implements, evaluates curriculum in accordance with mission, purpose, and philosophy set forth by Director, Executive Minister, Eldership, and the Bible.
- Develop weekly/monthly themes and plans.
- Create and maintain appropriate, nurturing classroom environment.
- Keep written plan of daily class activities.
- Keep current developmental records of children in class.
- Attempt to meet the needs of each child.
- Originate correspondence with family.
- Conduct Parent/Teacher conferences at least two times during each school year.
- Provide written guidelines for substitutes.
- Gives direction to volunteers.
- Attend staff meetings and functions of the preschool.
- Participate in professional and spiritual growth activities.
- Be responsible for and know where each child is from arrival until return of parent or care-giver. No child shall be left unsupervised at any time while at Third City Christian Preschool.
- Oversee and plan snack time.
- Compile a list of supplies to be given to Director in area of toys, books, equipment, food supplies, paper products, etc. needed for instruction.
- Plan and execute any special programs such as Christmas and Graduation.
- Carry out any disciplinary action necessary in accordance with preschool policy.
- Report any behavior by student or parent that could be a problem to Director immediately.
- Collects tuition monies and receipts same, but may not cash or deposit such monies.

Education:

To be employed as a teacher, an individual must be at least 18 years of age and of good moral character, and meet one of the following requirements:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
2. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. Have a Child Development Associate Credential; or
4. Have a high school diploma or GED; and
 - a. 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor; or
 - b. Submit a written plan for Department approval to acquire at least 3 credit hours or 45 clock hours of training in administration, early childhood

education, education, or child/youth development, in a period not to exceed six months.

Salary:

The Preschool teacher salary will be based on actual time worked, regardless of enrollment. Pay will be determined by the Director and Executive Minister. As an added benefit, the teacher will be able to enroll his/her children free, if classes aren't full. Class size must not exceed Nebraska requirements and total outside enrollment will therefore be limited by number of family members enrolled.

Other:

Required inservice hours will be prorated according to how many hours are worked. Must be First Aid and CPR certified. Performance reviews will be done at 6 months during the first year of employment and annually thereafter.