



Job Title: Preschool Teacher

Department: Preschool

Reports To: Preschool Director and Assistant Preschool Director

FLSA Status: Part-time and Full-time options, exempt

Purpose

The teacher shall prayerfully help prepare minds and hearts to know and serve God, for His glory alone.

Qualifications

- Hold a minimum of an AA degree from an accredited postsecondary institution or be willing to participate in a program to complete such a degree within a specified time period.
- Meet state requirements for an early education teacher position.
- Have completed the ACSI Principles and Practices of Christian Early Education course requirements within the first year of employment.
- Maintain current infant/child CPR and First Aid certification.
- Medication and Standard Precautions
 - All trainings required by the Colorado Department of Human Services, ACSI, and Douglas County Health Department

Essential Job Functions

Spiritual Leadership

- Use your position to support the mission of preparing minds and hearts to know and serve God, for His glory alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Ensure that the classroom/work environment is Christian-based, nurturing, wholesome, and loving.
- Biblical integration at all levels of learning, discipline and professional work.

Job Duties

- Teach assigned classes following the prescribed scope and sequence as scheduled by the Preschool Director
- Integrate biblical principles and the Christian worldview throughout the early education curriculum and activities.
- Know the program's curriculum, standards, and mission, and meet the expectations of them.
- Seek to address the cognitive, spiritual, physical, emotional, and social needs of the individual child in a group environment.
- Assist children in their development of communication skills, and serve as an appropriate language model.

- Use classroom management techniques that build children’s ability to make choices and be self-directed.
- Have knowledge of the physical and emotional development of preschool children, and understand the unique developmental stages common among the ages served.
- Develop lesson plans that reflect the program’s curriculum and Christian values and standards.
- Promote children’s exploration of situations and materials by asking open-ended questions and by providing appropriate materials and guidance.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, cognitive, physical, social, and emotional.
- Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
- Respond in a timely manner to parent communication.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.
- Provide a good learning environment by keeping proper discipline in the classroom and other areas of the campus.
- Prepare for substitute teachers in the event of absence, and assist them with written instructions to successfully carry out their responsibilities.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate attendance and observation records to meet the demands for a comprehensive knowledge of each student’s progress.
- Keep parents and the director adequately informed of student progress and of any concerns that might lead to screening or a referral.
- Know the procedures for dealing with emergency situations in the classroom and program. Conduct required emergency safety drills in coordination with program leadership.

Additional Duties or Responsibilities

- Perform any other duties that may be assigned

Physical Demands

Work is performed in a classroom environment and requires the ability to sit and stand for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions. The employee may encounter difficult student/family situations that can be stressful.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.