



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

- Early Childhood Lead Teacher qualification required (or must be obtained within six months of hire)
- Associate's or Bachelor's degree in Early Childhood Education or a related field preferred
- Current CPR and First Aid certification required
- Completion of all trainings required by the Colorado Department of Early Childhood, 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.
- Consistently demonstrate the school's values of service, excellence, and leadership in all professional responsibilities and interactions
- Model and uphold Southeast's Statement of Faith and Biblical Code of Conduct

Job Duties

- Create and maintain a safe, structured, Christ-centered classroom environment that is nurturing, orderly, and conducive to learning
- Plan and deliver developmentally appropriate, play-based instruction aligned with the program's curriculum, scope and sequence, and mission
- Integrate biblical truth, prayer, and a Christian worldview into all aspects of teaching, classroom routines, and student interactions
- Support the whole child by addressing cognitive, spiritual, physical, emotional, and social development within a group setting
- Use effective classroom management strategies that promote self-direction, positive behavior, and social-emotional growth
- Foster language development and communication skills by modeling appropriate language and engaging students in meaningful interactions
- Encourage curiosity and exploration through open-ended questions, hands-on learning, and a variety of instructional methods and materials

- Maintain accurate records of observations and student progress; communicate regularly and effectively with parents and program leadership
- Build strong partnerships with families through timely communication and participation in conferences and school events
- Collaborate with colleagues and participate in staff meetings, devotions, and ongoing professional development
- Ensure student safety at all times by supervising appropriately, following emergency procedures, and conducting required safety drills
- Participate in drop-off, pick-up, all safety drills and lunchroom duties as scheduled/assigned.
- 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.

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.