

Position Description

Position

Preschool Teacher

Purpose

To create a fun environment and incorporate educational programs that assist in children's development.

Responsibilities

Teaching

- Assists the Preschool Director in creating environments that tantalize the senses, sparks interest, inspire, and are safe and conducive to learning.
- Prepare materials, classroom and learning centres daily to ensure spaces are neat and tidy, and toys and equipment are sanitized regularly.
- Adhere at all times to the philosophy of treating each child with dignity and respect
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Incorporate faith and Christian themes as is appropriate and fits with curriculum.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Read books to entire classes or to small groups.
- Observe and evaluate children's performance, behavior, social development, and physical health and discuss them with supervisors, and parents or guardians.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Enforce all administration policies and rules governing students.

Administration

- Maintain accurate and complete student records as required by laws, church policies, and administrative regulations.
- Attend staff meetings, and serve on committees as required.
- Keep track of classroom supplies and materials, re-ordering in cooperation with Preschool Director as needed.

Other

- Assist with annual registration nights and promotional events.
- Notify the Preschool Director of any need to be absences.
- Maintain an appropriate level of professional attire, behaviour and punctuality at all times.
- Other duties as assigned by the Preschool Director or Lead Pastor.

Accountable for

- Class of 10 students (ages 3 and 4)

Accountable to

- Lead Pastor
- Preschool Director (direct, day to day supervisor)

Work Schedule

Monday to Friday mornings, September to June
20 hours per week