JOB DESCRIPTION

CENTERPOINT CHRISTIAN PRESCHOOL

JOB TITLE: Preschool Teacher

JOB PURPOSE: Under the supervision of the preschool director, the person selected for this position will be responsible for the general supervision and management of a class of children between the ages of two to five.

ESSENTIAL FUNCTIONS: Responsibilities will include, but will not be limited to, the following.

- Maintain a courteous Christ-like attitude in dealing with people within, and outside of Centerpoint Christian Preschool.
- Provide a program that meets the spiritual, social, emotional, physical and cognitive needs of both the individual and the group.
- Plan, implement and supervise the program for the class in accordance with the policies and philosophy of the school.
- Implement daily and weekly experiences based on the general and specific age group objectives for the children.
- Prepare and maintain a warm and safe environment that is orderly, clean and appealing, and permits the child to explore.
- Treat all children with dignity and respect. Follow the basic school Discipline formula, take the initiative to clearly communicate discipline concerns to the preschool director and to parents. Abide by a code of confidentiality in all discipline cases.
- Attend all staff meetings and other meetings, trainings and other calendar functions as deemed necessary by the director.
- Conduct parent conferences in a timely manner.
- Adhere to title 22 guidelines in the classroom.
- Follow all guideline outlined in the parent handbook and personnel policy handbook.

SUPERVISORY RESPONSIBILITIES:

- Supervise preschool-aide. Provide feedback to director on aide’s performance.

JOB REQUIREMENTS:

Spiritual Qualifications:

- Be strongly committed to Jesus Christ as Lord and Savior.
- Adhere to the Christian standard of moral conduct.
- Participate in daily devotion and prayer time.
- Be a member in good standing at a local church that has a statement of faith in agreement with the schools Statement of Faith.
Physical Qualifications:

- Safely lift 40 pounds.
- Be able to crouch to a child’s height and maintain eye contact at a child’s level.
- Be able to sit on the floor.
- Be able to assist children on play equipment.
- Be able to determine and communicate cognitive, social and physical need of children.

Other Job responsibilities:

- Work with a minimum of supervision.
- Maintain scheduled work hours without an unusual number of tardies or absences. Be flexible in rescheduling to meet the needs of the school.
- Relate effectively to parents, staff and children.
- Work confidentially with discretion.
- Perform duties in a professional manner.
- Prepare weekly lessons plans and turn into the director.

MINIMUM QUALIFICATIONS:

- Has a minimum of two years experience working with preschool-age children in a classroom setting, preferably with one year as head teacher.
- Meets the state of California requirements and qualifications for head teacher.
- Any combination equivalent to graduation from high school plus: 12 semester core ECE units (or equivalent quarter units) from an accredited or approved college with a major or emphasis in early childhood education or child development.
- Pediatric CPR and First Aid, 15 hours is desirable.

REPORTS TO: Preschool Director.

STATUS: Non- Exempt

__________________________________________                  _____________________  
Signature of Supervisor                                                                 Date 

__________________________________________                  _____________________  
Signature of Employee                                                                   Date 